



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE EXECUTIVE ENGINEER**

EAST MIDNAPORE DIVISION

MUNICIPAL ENGINEERING DIRECTORATE,

DEPARTMENT OF URBAN DEVELOPMENT & MUNICIPAL AFFAIRS

सत्यमेय जयते

Salgachhia, Ward No.-17, Tamluk, Purba Medinipur, Pin - 721636

Email id:-eemedmideast@gmail.com

Memo No. MED/MID(E)/ 787 / GEN/ PATH-1 / 2025

Dated: 30.12.2025

**NOTICE INVITING ELECTRONIC TENDER NO.-WBMAD/EE(EM)/NIeT-09/25-26(2nd Call)
OF THE EXECUTIVE ENGINEER, EAST MIDNAPORE DIVISION, MUNICIPAL ENGINEERING
DIRECTORATE, DEPARTMENT OF URBAN DEVELOPMENT & MUNICIPAL AFFAIRS, GOVT. OF
WEST BENGAL**

NOTICE INVITING e-TENDER

The Executive Engineer, East Midnapore Division, Municipal Engineering Directorate, Department of Urban Development & Municipal Affairs, Government of West Bengal on behalf of the Hon'ble Governor of West Bengal invites e-Tender from bonafide and resourceful contractors /Companies /firms /Public Sector Undertakings /Government Companies having experience in Govt. Departments for execution of similar nature of works for the work as given in the table below(Submission of both technical and price Bid through online).

Sl. NO.	Name of the Works	Estimated Amount put to Tender	Earnest Money	Period of Completion	Defect Liability Period	Eligibility of Contractor
1	Construction of CC Road from Satyeshwar Mahapatra to House of Radhakrishna Dani, ward No.-17 within Tamralipta Municipality under Pathashree Urban Programme.	Rs.9,72,762.00	Rs.19,455.00	45 (Forty five) days from the date of issuance of work order	05 (five) years from the actual date of completion of the work	Eligibility criteria of the participating bidders mentioned in pt. no.5

1. In the event of e-filling, intending bidder may download the tender documents consisting of this N.I.T. Instruction to bidder (section-A), different forms & affidavits (Section-B), Schedule of works (BOQ), Form-'2911, and Corrigenda & Addenda, (if any) from the web site <http://tenders.wb.gov.in> directly with the help of digital signature certificate. Necessary cost of earnest money may be remitted through Demand Draft(DD), issued in favour of "The Executive Engineer, East Midnapore Division, M.E.Dte.", payable at Tamluk. Intending bidder will not have to pay the cost of tender documents for the purpose of participating in e-tendering as per notification no. 199-CRC/2M-10/2012, dated 21.12.2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. However, the successful L1 (Lowest) bidder will have to pay the cost of Tender Documents of 2 (two) sets @ price mentioned in the list prescribed in Notification no. 452-A/PW/O/10C-35/10, dated 26.07.2011 of Secretary, Public Works Department (Accounts Branch), Government of West Bengal.
 - a) Sites of work as mentioned in the above table may change, if necessary, within the area of ULB concerned.
 - b) A bidder desires of taking part in a tender shall login to the e-Procurement Portal of the Government of West Bengal <http://tenders.wb.gov.in> using his login ID and Password and thereafter may download the tender document consisting of this N.I.T., Instruction to Bidders (Section - A), different Forms & Affidavits (Section - B) & Schedule of Works (BOQ), W.B. Form No. 2911 and Addenda & Corrigenda (if any) from the website directly with the help of Digital Signature Certificate.
2. Both Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the Website <http://wbtenders.gov.in>

3. Tender documents may be downloaded from website and submission of Technical Bid & Financial Bid will be done as per time schedule.
4. The FINANCIAL OFFER of the prospective bidder will be consider only if the TECHNICAL BID of the bidder is found qualified after Technical Evaluation by the Executive Engineer, East Midnapore Division, M.E.Dte. The decision of the Executive Engineer will be final and absolute in this respect. The list of qualified bidder will be displayed in the website.
5. **Eligibility criteria for participation in the tender:**

- i. Intending tenderers should produce credentials of similar nature of work of the minimum value of 30% of the estimated amount put to tender during 5(Five) years prior to the date of issue of this tender notice;
OR [Non-statutory document]
- ii. Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 25% of the estimated amount put to tender during the 5 (five) years prior to the date of issue of this tender notice;
OR [Non-statutory document]
- iii. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above.
- iv. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work in progress satisfactorily and also that no penal action has been initiated against the executed agency i.e., the tenderer.
- v. Payment certificate will not be treated as credential;
- vi. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, on the executed value of completed / running work will be taken as credential.
- vii. Completion certificate or certificate of running work, obtained from the Engineer-in-Charge should contain a) Name of work, (b) Name and address of Client, (c) Amount put to tender (d) Date of commencement of work (e) Date of completion of work(for completed work only) (f) Final bill value for completed work/ work value for running work. g) Tender No. with Id h) Work order No.(i)BOQ [Non Statutory Documents]
- viii. Bidder has to submit GST return for the last 4(four) quarters of the latest financial year.
AND
- ix. Income Tax Return Receipt for the latest Assessment years, copy of up-to-date P.T. Deposited Challan, GST Registration Certificate, up to date P. Tax clearance Certificates, PAN Card, Valid Trade License and any other(s), if applicable, to be accompanied with the Technical Bid document.

Other terms and conditions of the credentials:

6. The prospective bidders or any of their constituent partner (s) shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment of rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidder without which the Technical Bid shall be treated as non-responsive) Neither prospective bidder nor any of constituent partner(s) should have been debarred to participate in tender(s) by the any Department, Government of West Bengal during the last 2 (two) years prior to the date of this NIET. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).

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

forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. [Non-statutory documents]

Register partnership deed for partnership firm is to be submitted. The company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners or such firm to upload such tender.

[Non-statutory documents]

7. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. Valid Professional Tax Deposit Challan, PAN Card, EPF,ESI, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.
8. Joint Ventures will not be allowed.
9. A partnership firm will have to furnish the registered partnership deed and a company will have to furnish the Article of Association and Memorandum.
(Non Statutory Document)
10. Where an individual person holds a digital certificate in his / her own name duly issued to him / her against the company or the firm of which he / she happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his / her favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provision of the Registration Act.1908 as per G.O. no. 61/SPW/12 dated 08/06/2012.
11. Partnership Firm, Company Limited Firm, Private Company Limited Firm shall be registered by the respective competent authority from the Registrar of Firms, Society, Non-Trading Corporation, Registrar of Companies etc. & copy of Registration Certificate (*with allotment of Registration No.*) will have be submitted, otherwise the Technical Bid will not be considered for qualification & Financial Bid shall not be opened.

The payment will be made as and when fund is available from the concerned source. No claim whatsoever for delay in payment, if any, will be entertained. Retention money towards Security deposit will be deducted from the running account bill as per prevailing Govt. order. No interest will be paid on security deposit.

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

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

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

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

Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment & Conditions of

Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.

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

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

No Mobilisation Advance and Secured Advance will be allowed. Agencies shall have to arrange required land for installation of Machineries, (specified for each awarded work, storing of materials, labour shed etc. at their own cost and responsibility nearest to the work site. A Bid shall remain valid for a period of 120 calender days from the date of opening of the financial proposal. Any extension of this validity period if required will be subject to concurrence of the bidders. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited without assigning any reason thereof. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of floating of tender and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.

All materials required for the proposed scheme as mentioned including cement & steel will have be of specified grade & approved brand in conformity with relevant code of practice (*latest revision*) & manufactured accordingly & will have to be procured & supplied by the agency at his/her own cost including all taxes.

Adjustment of Price (increase or decrease) Vide Notification No.23-CRC/2M-61/2008, Dated:13.03.2009 & Notification No. 38-CRC/2M-61/2008 Dated 20.04.2009 shall not be applicable. Since B.O.Q for the works

under this N.I.T. the bidders shall quote their rate (percentage above/below/at per) accordingly considering that no escalation and / or price adjustment will be allowed by the department there to under any circumstances.

Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, shoring of materials, labour shed, laboratory etc at their own cost and responsibility nearest to the worksite. Agencies shall have to arrange land for erection of Plant & Machineries storing of materials, labour shed, laboratories etc at their own cost and responsibility.

All materials required for execution of each work (as per BOQ) to be produced and supplied at site by the contractor at his own cost.

12. Date & Timeschedule:-

Sl. No.	Particulars	Date & Time
1	Date of publishing NIET documents (online) (Publishing Date)	30.12.2025 from 6:00 P.M onwards (I.S.T)

2	Date of start of downloading tender documents, etc. (online)	30.12.2025 from 6:00 P.M onwards (I.S.T)
3	Date of submission of Technical Bid & Financial Bid (online)	30.12.2025 from 6:00 P.M onwards (I.S.T)
4	Date of closing of downloading the tender documents etc. (online)	09.01.2026 up to 5.00 P.M. (I.S.T)
5	Date of closing of submission of Technical Bid & Financial Bid (online)	09.01.2026 up to 5.00 P.M. (I.S.T)
6	Date of opening of the Technical Bid (online)	12.01.2026 at 5.00 P.M (I.S.T)
7	Date of uploading of list of Technically Qualified Bidders (online)	Will be notified later on.
8	Date of opening of Financial Proposal (Online)	Will be notified later on. during uploading of Technical Evaluation Sheet of Bidders
9	Date of uploading of list of qualified bidders along with the offer rates through on line.	Will be notified later on.

There shall be no provision of arbitration (vide notification no. 558/SPW dt. 13.12.2011 of Secretary, to the government of WestBengal).

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

Defect Liability Period(DLP):- As per Notification No. 5784-PW/L&A/2M-175/2017 dt. 12.09.2017 of Principal Secretary, PWD and relevant clause of Form no. 2911.

For this work defect liability period is 5 years from the actual date of completion of the work.

Refund of Security Deposit:

- No security deposit shall be refunded to the contractor for 1st to 3 years from the actual date of completion of the work;
- 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work;
- The balance 70% of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work;

Acceptance of Bid: The "Executive Engineer, East Midnapore Division, M.E.Dte" will accept the Bid. He / She does not bind himself / herself to accept otherwise the lowest Bid and reserves to himself / herself the right to reject any or all of the Bids received without assigning any reason thereof.

Escalation of Cost: There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract, and other obligation, if any.

Name & address of Engineer-In-Charge (EIC) of the Work : Executive Engineer, East Midnapore Division, Municipal Engineering Directorate, Department of Urban Development & Municipal Affairs, Government of West Bengal, Salgachhia ,Tamluk, Dist.- Purba Midnapore, PIN-721636.

Execution of Work: The Contractor is liable to execute the whole work as per direction and instruction of the Executive Engineer, East Midnapore Division, M.E.Dte.

Influence: Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.

Earnest Money Deposit: The amount of earnest money @ 2% (two percent) of the Estimated Amount put to tender by Demand Draft(DD) in favour of “The Executive Engineer, East Midnapore Division, M.E.Dte.” payable at Tamluk against the work is to be deposited in offline mode to the Office of The Executive Engineer, East Midnapore Division, Municipal Engineering Directorate, Salgachhia, Tamluk on or before the last date & time of bid submission.

Security Deposit : Retention money towards performance security amounting to 8% of the value of work shall be deducted from the running account bill.

The bidder at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.

13. The intending bidder shall clearly understand that whatever may be the outcome of the present invitation of Bids no cost of binding shall be reimbursable. The Executive Engineer, Executive Engineer reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.
14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in Instructions to Bidder before bidding.
15. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
16. **CONDITIONAL** and **INCOMPLETE TENDER** will not be accepted under any circumstances.
17. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, that tender will not be allowed to participate in the tender and that application will be outrightly rejected without any prejudice with forfeiture of earnest money forthwith.
18. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the bidder under any circumstances.
19. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:
 - i. West Bengal Form No. -2911
 - ii. N.IeT
 - iii. Technical Bid
 - iv. Financial Bid
20. In case of 'Tie Bid' order No. 2320-F(Y), dt. 07/06/2022 of Finance Department, Government of West Bengal will be followed for selection of L1 bidder.
In case of inadvertent typographical mistake in the BOQ / Schedule of Works/ Price Schedule/rates /elsewhere, the same may be treated to be so corrected as to conform with the relevant schedule of rates and / or technically sanctioned estimate.

Bid Evaluation Committee (BEC):

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

The members of Bid Evaluation Committee would be:-

1.	Executive Engineer , East Midnapore Division, Municipal Engineering Directorate, Government of West Bengal	Chairperson & Convener
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2.	Assistant Engineer , East Midnapore Division, MED, Govt. of WB	– Member
3.	Divisional Accounts Officer/ Divisional Accountant, East Midnapore Division , MED.	– Member
4.	Junior Engineer (Civil) , East Midnapore Division, MED, Govt. of WB	– Member

21. The Bid Evaluation Committee reserves the right to ignore minor deficiencies at their discretion in case of first call and no challenge whatsoever against such decision of the said committee will be entertained. In case of re tender, the Bid Evaluation Committee reserves the right to ignore some deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained. In case of third and subsequent calls, the Bid Evaluation Committee reserves the right to ignore some more deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained.

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

This NIET shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority, shall have to sign the contract consisting of NIET, all tender documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto and standard West Bengal Form No. 2911.

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

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to 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.

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.

Cost of Tender Documents: The intending Bidders shall not have to pay the cost of tender documents for the purpose of participating in e-tendering vide Notification No. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, Government of West Bengal. However, the successful bidder shall have to pay the cost of contract documents @ Rs. 2500.00 only per set at the time of formal agreement.

Qualification Criteria

The Tender Inviting & Accepting Authority will determine the eligibility of each bidder, the bidder shall have to meet all the minimum criteria regarding:

- Financial Capacity.
- Technical Capability comprising of personal & equipment capability.
- Experience.

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

22. This N.I.T shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority sign the contract consisting of N.I.T. all tender documents forming part of the time of the Bid uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and standard Form- '2911' (Ref. Sl. No. A.9.-section-A).
23. Periodical quality test of materials supplied by the agency and final products are to be made as per guideline of schedule of P.W.D. / I.S. at contractor's cost. Normally quality control test of supplied materials / final products will be done in the Dept. Laboratory. Otherwise testing of materials / final products will be done from the outside recognized laboratory at the discretion of Engineer-in-charge. In both the cases necessary cost of testing charges will be borne by the agency.
24. Corrigenda if any will be publish in Newspapertime to time.
25. Additional Performance Security submitted when the bid rate is 80% or less of the Estimate to tender and no increase in scope of work of projects during execution phase as per G.O. no- 4608-F(Y) Date. - 18.07.2018.
26. Successful bidder shall deposit Government Royalty and obtain necessary permit for supply of the sand, stone chip, red bajri, sand stone, river bed materials etc. from local authorities, if those are directly procured from quarry sites. In case of materials procured from secondary sources, certificate of quarry owners to the effect of payment of royalties and Cess would have to be furnished.
27. In absence of such certificates towards payments of royalties and Cess, such components shall be deducted from the contractors bill at prescribed rates and deposited through "GRIPS" portal as per extant terms as laid down in Finance Department memorandum 4630-F(Y)dt. 15.06.20215 under Land and Land Reforms. (This has a reference Memo No.SUDA-12017(99)/25/2023/5688, dt. 26.07.2023 of The Additional Secretary, SUDA.)
28. Any objection regarding technical evaluation will not be entertained beyond 48 hours (including holidays) from the date and time of uploading the Technical Bid Evaluation Summary.
29. If it is found that there are clerical/ Rectifiable deficiencies in the uploaded documents of the bidder; in such cases only the bidders may get opportunity to explain their position. (Ref. No. 2320-F(Y), Dt. 7.6.2022 of Finance Department, Govt. of West Bengal).

30. All documents uploaded by the bidder, in support of his/her eligibility/credential for pre qualification to participate in this NIT should be same and identical and with Digital Signature Certificate (DSC). Minor mismatches like “M/S”, “Kr./Kumar”, “Co-op/Co-operative” etc are to be legalized/authenticated by the bidder by uploading of proper Affidavit (duly Notarized) in this regard.

Sd/-
Executive Engineer,
East Midnapore Division, M.E.Dte.

Memo No. MED/MID(E)/ 787(1-7) / GEN/ PATH-1 / 2025

Dated: 30.12.2025

Copy forwarded for information to the: -

1. Chairman, Tamralipta Municipality
2. Director, SUDA
3. Chief Engineer, South Zone, M. E. Dte.
4. Superintending Engineer, South Circle, M.E.Dte.
5. District Magistrate, Purba Medinipur.
6. Notice Board of this office.
7. Office File.

Sd/-
Executive Engineer,
East Midnapore Division, M.E.Dte.

INSTRUCTION TO BIDDERS/QUOTATIONERS

SECTION – A

1. General guidance for e-tendering

Instructions/ Guidelines for bidders for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. Registration of Bidder

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider 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.

The contractor can search and download NIET, tender Documents and Addenda & Corrigenda (if any) electronically from computer once he/she logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of tender Documents.

5. Submission of Tenders.

General process of submission:

Tenders are to be submitted through online to the website stated in Cl. A.1. in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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 further two covers (folders).

A-1. Statutory Cover Containing

a) **Notice Inviting e-tender (NIET)**, all Corrigendum & Addendum should be properly downloaded & uploaded the same Digitally Signed.

b) **Prequalification & others documents**

(To be download, filled, scanned and upload the same digitally Signed in a single PDF file in sequence)

i. Prequalification Application (Section-B, Form – I).

ii. Earnest Money has to be deposited by the bidder through offline mode stated earlier.

iii. Affidavits (Ref:- format for affidavit shown in “X” and Declaration “Y” in Section B)

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

v. Structure and organisation (Section-B, Form-II)

c) In the event of e-Filing intending bidder may download the tender document from the website <http://tenders.wb.gov.in> directly by the help of Digital Signature Certificate. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <http://tenders.wb.gov.in> Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender Schedule.

Financial Tender will be submitted duly digitally signed in the Website <http://tenders.wb.gov.in> Tender document may be downloaded from website & submission of Financial part as per Tender Schedule.

A-2. Non statutory Cover Containing

- i. Professional Tax (PT) deposit receipt challan for the financial year 2024-25, PAN Card, valid 15-digit Goods and Service Tax Payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) and any other(s) if applicable.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Registered Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS).Bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. List of Technical staff along with structure and organization (Section – B, Form – II).
- vii. Credential: Scanned copy of Original Credential Certificate as stated in NIET (under sl. no -3).

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected for both statutory and non statutory cover.

Opening of Technical proposal:

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

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

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

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

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

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

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

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

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	<ol style="list-style-type: none">1. Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) and any other(s) if applicable.2. PAN Card.3. Valid P. Tax Deposit Challan.4. Valid Trade License.
B.	Company Detail(s)	Company Detail	<ol style="list-style-type: none">1. Proprietorship Firm (<i>Trade License</i>)2. Partnership Firm (<i>Partnership Deed, Trade License</i>)3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>)4. Co-Operative Society (<i>Society Registration Certificate Copy, Trade License</i>)5. Registered Power of Attorney.
C.	Credential	Credential	Similar nature of work done and completion Certificate/certificate of running works.

Opening of Technical Proposal:

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

Financial proposal

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

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

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

Penalty for suppression / distortion of facts:

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

REJECTION OF BID

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

AWARD OF CONTRACT

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

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

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

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

Login by bidder:

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

7. REJECTION OF TENDER

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

The bidder whose Tender has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. NIET, all addenda-corrigendum,different filled-up forms (Section -B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful bidder.

Sd/-
The Executive Engineer
East MidnaporeDivn. M.E.Dte.

SECTION – B
FORM –I
PRE-QUALIFICATION APPLICATION

To
The Executive Engineer
East MidnaporeDivn. M.E.Dte.

Ref: -

Tender
for _____

_____ (Name of work) _____

NIeT No.: WBMAD/EE(EM)/NIeT-09/25-26(2nd Call), dt. 30.12.2025

Dear Sir,

Having examined the Statutory, Non statutory and NIeT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of _____ In the capacity _____ duly authorized to submit the order.

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

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

We understand that:

- (a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract tender under this project.
- (b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Enclo:- e-Filing:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

Signature of applicant including title
and capacity in which application is made.

SECTION – B
AFFIDAVIT – “X”

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

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm.....nor any of its constituent partners have failed to executed more than one works contract under any directorate of Govt. of West Bengal and that neither our firm..... nor any of its constituent partners was terminated by any sub-rule under Clause 3 of Tender Form No. 2911 and that neither our firm nor any of its constituent partners was terminated under any clause of Standard Bidding Documents by the Engineer-in-Charge / Employer during last 3 (three) years.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the tender vide **NIeT bearing No. WBMAD/EE(EM)/NIeT-09/25-26(2nd call), Dt 30.12.2025** of the Executive Engineer, East Midnapore Division, Municipal Engineering Directorate, Government of West Bengal in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job and also not applied more than two works anywhere per set of required machineries.
6. The undersigned also hereby certifies that the Bid shall remain valid for a period not less than 120 (one hundred twenty) days, after the dead line date for Bid submission.
7. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipment for all the items of works as per relevant IS / IRC codes of practice and as per BOQ and as per direction of the Engineer-in-Charge at the time of execution of work at site even if upon technical evaluation I am declared as “qualified” without having all the requisite technical personnel and /or plants/ testing machineries / equipment at the time of submission of tender.

Date:

Signature, name and designation of Authorised Signatory.

For and on behalf of

(Name of the Applicant)

SECTION – B

AFFIDAVIT “Y”

Declaration of the Bidder

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value And Duly Notarized)
I, son of

....., aged about years by occupation do hereby solemnly affirm and confirm as follow:

1. That, I am the Of have duly authorized by and competent to affirm this affidavit on behalf of the said bidder.

2. That, I have inspected the site of work covered under NIeT (NIeT No **WBMAD/EE(EM)/NIeT-09/25-26(2nd Call), Dt. 30.12.2025**) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Quotation documents. Tender of the above named bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid bidder, being lawfully and duly authorized, promise to tender by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and tender by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to tender by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, GST Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Quotation Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the tender has been suppressed in the tender documents.

4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....
before me.

.....
(1st class Judicial Magistrate / Notary Public)

SECTION - B
FORM- II
STRUCTURE AND ORGANISATION

A.1 Name of applicant:

A.2 Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

A.3 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

**Signature of applicant including title
and capacity in which application is made.**