



**GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
MALDA INVESTIGATION SUB-DIVISION  
GREENPARK, P.O- MOKDUMPUR,  
DIST- MALDA, PIN-732103  
E-mail id:- [sdo.minvsd@gmail.com](mailto:sdo.minvsd@gmail.com)**

**NOTICE INVITING TENDER**

Tender Notice No- \_\_\_\_\_ 02 / \_\_\_\_\_ of S.D.O/ M.Inv.S.D. of 2022-2023 dated 11.05.2022

1). Separate sealed tender are hereby invited by Sub-Divisional Officer ,Malda Investigation Sub-Division, Malda in West Bengal form no 2911/2911(i)/2911(ii) of the following works from the eligible bonafide, reliable, resourceful & experienced agencies having sufficient experience of similar nature of work & credentials for the work as per list enclosed. All the agencies as stated aforesaid will have to submit documentary evidence to fit the eligibility criteria mentioned here under to participate in the tender along with formal application. Enlisted contractors will have to produce original/attested copy of their enlistment order & also produce documentary evidence to fit the eligibility criteria as enclosed whenever the estimated value put to tender if beyond financial limit of the class to which he is enlisted. Registered co-operative society formed by the unemployed Engineers & Diploma holders are also eligible to participate in the tender as per Government rules, applicable for the particular work, if not mentioned otherwise.

2) Details of works, Estimated cost put to tender ,earnest money, cost of tender schedule & other necessary papers ,time allowed for completion of work ,Eligibility of contractor etc. are shown in the list enclosed.

3). Schedule of Tender Procedure

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|--|----|
| i) Last date and Time for application  | :- |
| ii) Last date and Time for issue of tender paper                                     | :- |
| iii) Last date and Time for dropping Tender paper on this office                     | :- |
| iv) Date of opening of tender box in the Dropping Center                             |    |
| v) Date of opening of tender in the office of the Malda Investigation Sub Division:- |    |

As Shown in the list enclosed

4.) **Tender Documents:-**

The tender documents shall be consist of the following-

- a). Notice Inviting Tender
- b). W.B.F. No. 2911/2911(i)/2911(ii)
- c.) Price schedule, additional Terms & condition , special terms & condition, General specification of the work.
- d.) Plan & drawing where necessary (This will not be required to be submitted with the tenders but this will form part of tender documents at the time of executing the agreement after acceptance)

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**5) Price schedule, plan, Drawing etc:**

Particulars of works with price schedule, plan and Drawings, Special Terms and condition General Specification , additional Terms and Condition etc may be seen in the office to the undersigned between 11.00 Hrs to 16.00 Hrs in every working days except on Saturday, Sunday and public holidays.

**6).Eligibility criteria of the tender participating in the Tender:**

a) Tenderers should have successfully executed works of similar nature with value of at least of 50% of the Estimated cost put to Tender for a single similar nature of work during preceding five years .Completion certificate not below the rank of Executive Engineer specifying name of work put to tender ,actual amount of work done with date of commencement & completion ,payment certificate of the work/works in consideration will be the only valid document for this purpose without which no tender form will be issued.

b) Intending tenderers should be equipped with plants & machinery equipment complete in all accessories as required for the work as the Department may not be in a position to issue such plants & machinery. They must submit a list of of such plants , machinery & equipment in their possession for necessary documentary evidence.

**7) Application of purchase of Tender forms:**

The application of the intending tenderers praying for receiving of tender paper to be addressed to the Sub-Divisional Officer, Malda Investigation Sub-Division, Malda, duly enclosed with the attested copies of the following documents in support to prove the eligibility, will be received in the office of Malda Investigation Sub-Division, Malda on any working days except on Saturday , Sunday & public holiday between 10:00 Hrs to 15 :00 Hrs. on or before the last date & time for application as scheduled in above & mentioned in the list attached.

Copies of: i) PAN., GST Registration Related Doc, PTPC & P. Tax deposit Challan and Trade License.

ii) Payment certificate or Completion certificate from the appropriate authority mentioning name work value of individual works , due date of completion ,Actual date of completion , final value of the work executed , Name and address of the employer.

iii) List of Technical of Tools , Machinery , Equipment's etc in possession.

iv) List of Technical and Non-Technical staffs

v) List of works in progress with their respective value.

vi) N.O.C. from compliant authority regarding renewal and valid registration of co- operative.

vii) In case of companies or firm attested copy registered ownership/ Partnership deed to be submitted along with the application submitted application along with enclosures with not be returned original papers in support of the copies submitted must have to produce on demand.

viii) Attested copy of registration certificate under – The building and other construction workers welfare CESS rule 1998 has to be enclosed with the application.

Applicant s who do not satisfy all the above conditions may not be allowed to participate in the Tender

**8) Order for Issue of Tender forms**

The application of the intending renderers along with the all documents Submitted so received by the Sub- Divisional officer, Malda Investigation Sub-Division will be verified on the issuance of tender form after due verification of the supporting credential and all other documents ( e.g, the I.T, S.T & P.T clearance certificate s , Experience credentials etc. etc. and whose decision will be final and building to all .

**9).Purchase of Tender forms:-**

a) Tender documents etc . will however be issued from the office where he / They got the permission. The intending tenderers are requested to present themselves personally or send their authorized representative to that office to receive the tender form. Tender forms will not be issued after due date and also not be sent by post in any case.

**b) Cost of Tender :- Nil**

**10) Dropping of tenders**

Tender that should always be submitted in sealed cover with the name of work clearly written on the body of the W.B.F. No stated above as well as on the envelope will be dropped in the following offices on the scheduled Date and Time as stated in above attached list.

**11) Opening of Tenders:-**

Tenders to be opened by the Sub-Divisional Officer, Malda Investigation Sub-Division, Malda or by his authorized representative after collecting the all sealed tenders dropped in the office as stated in attached list above in presence of the participating Tenderers or his/ their authorized representative who may be present at the time of opening and will put initial in the opening register.

If it is felt necessary to hold negotiation after opening of tender participating contractors are requested to be present and participated in the negotiations in this connection. No separate notice will be issued should the tenderers it will be carried on the absence and no objection would be entertained in this respect.

**12) Acceptance of Tender :-**

The acceptance of the tender will rest with the Sub-Divisional Officer, Malda Investigation Sub-Division, Malda who does not bind himself to accept the lowest tender and reserves the right to reject in any or all the tenders received and to distribute work between two or more than two tenders without assigning any reason thereof.

**TERMS AND CONDITIONS**

**13)** Successful tenderers will have to execute duplicate/ Triplicate tender within 7(Seven) days from the date of issue of intimation about the acceptance of his tender failing which the earnest money shall forth with stand forfeited and the letter of acceptance of the tender may be considered as cancelled .

**14)** Earnest money @2% conforming the estimate amount put to tender ( as shown in the enclosed list) should be deposited by the tenders in favour in Executive Engineer , Malda Irrigation Division , Malda Demand Draft, Banker cheque , Treasury challan , Deposit call receipt ( D.C.R) and fixed deposit Receipt ( F.D.R ) of schedule Banks Guaranteed by the reserve bank of India May be accepted Earnest money / Security Deposit. No adjustment to any previously deposited for any other work or security lying for other works will be accepted as earnest money , Tenders without earnest money enclosed therewith with the tender will be treated as Informal except for case of the tenders having fixed security deposit in the Department/ Government order no case money will be accepted earnest money.

**15)** All materials and workmanship shall be in conformity with the printed Specification let down in the contract . The under signed being the Engineer-in-Charge of the work of his authorized representatives reserve the right to test examine and measure the materials , workmanship direct at the place of the manufacture / fabrication or at the state of work of any such place.

**16.)** In case of contradictions between the clause provide in the original N.I.T and those in eligibility criteria mentioned the second will supercede the first.

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17) The contractor whose tender is accepted will be required to finish security deposit for the due fulfillment of his contract amounting to 10% ( Ten percent) of the total value of work actually done. The earnest money together with additional sum and the balance shall be realized by deduction from each progressive bill so, that total deduction with the earnest money realized constitutes 10% percent) of the total value of the actually done.

18) On facilities to contractors with fixed deposit with I & W Directorate .Notice will be served latter on . In case no notice is served it will deem that existing provision in the of W.B.F. 2911/(i)/(ii) will continue to exist.

19). Tender should quote there rates both figures and words in terms in overall percentage , below or above or at per with the orice schedule both in the 2<sup>nd</sup> page of W.B.F 2911(i) (ii)

If would also be noted by the contractors that no subsequent letter other than the contract in standerd from qualifying the terms and condition of the contract will be entertained and such letter will not only invalidated the tender but will also called for disciplinary action against the contractor.

20) PAN., GST Registration Related Doc, PTPC & P. Tax valid at least up to the date of opening of the Tenders. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.

21).Before tendering the intending tenders should thoroughly be acquainted with themselves with the proposed work and site by local inspection and taken into consideration the difficulties likely to be involved in the execution of the work in all respect including difficulties in procurement of labour .materials transport communication ,climatic condition , nature of soil scarcity of water availability of local labour rate prevailing in the locality , availability of land for borrowing earth etc, All these factors should be taken into consideration before quoting rates as no claim what so ever will be entertained , in any of these accounts after words.

22.)In the event of the tender being submitted by a firm each member (s) thereof must sign it separately or in the event of the absence of any partner in must be signed on his behalf by a person holding power of attorney authorizing him to do so , Each his power of attorney is to be produced with the tender and same in the case of a firm carried on byon member of a joint family, if must disclose that the firm is duly registered under the Indian partnership Act.

23). Canvassing in connection with the tenders is strictly prohibited and the tenders Submitted by a tendered who would resort to canvassing will be liable to rejection.

24)Incomplete and illegible tender will be invalidated , all corrections in the tender would be dated initiated by the contractors before submission of tender and each page of the tender should also be signed.

25) Any superfluous conditions are liable to rejection of the tender.

26) The rate quoted by tender form will be final and no subsequent modification in the rates will be entertained even it is done with any letter or other instrument submitted before sealing / closing of the tender box.

27) Any tender if withdraws his tender before acceptance or refusal within a reasonable time without giving any explanation for such withdrawals , he shall be disqualified for making any tender to this department for a minimum period of one year and for such withdrawal Govt should be reported in details for orders as to the action to be taken against such withdrawals Govt should be reported in details for order as to the action to be taken against such contractor .

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28). The contractor have to be obtained the labour license from the office of the joint labour commissioner of the concerned District jurisdiction of the work under the provision of W.B contract labour ( Regulation and abolition ) rules 1972 and a Copy to be submitted to this office information and record failing which undersigned will not hold any responsibilities for the action taken by the labour Department . The undersigned being the principal Employer of the work will however issue a certificate in specified proforma of labour Department in form V for doing the needful by the authority of labour Department .

29) The quantites of deferent item of works mentioned in the tender schedule are only indicative . At the time of execution this may very payment will be made on the basis of different items actually executed and no claim will be entertained for reduction of quantities or commission of item.

30) The tenders should mentioned in the tender his full postal address .

31) Agency must have to inform the Engineer – In Charge well in ahead stating Vehicle No/ Truck no, Plot No Name of Mouza, And P.s. etc . i.e details of land from where carried earth will be transported procured for the particulars work site so that the same may be intimated to the appropriate authority.

32) Payment will be made on the basis of fund. No claim for delay of payment due to non availity of fund will be entertained .

33) 1% ( one percent ) of the gross bill value will be deducted as cess from the bill.

34) All Government order will be applicable.

Sd/-

**Sub- Divisional Officer,  
Malda Investigation Sub-Division  
Green Park, Malda**



**GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
MALDA INVESTIGATION SUB-DIVISION  
GREEN PARK, P.O.-MOKDAMPUR, MALDA  
E-mail id:- [sdo.minvsd@gmail.com](mailto:sdo.minvsd@gmail.com)**

Circulated Vide memo no. – 92/1/14

Date:- 11.05.2022

N.I.T.No.-02/S.D.O/M.Inv.S.D. of 2022-2023

List of Work

SI No	Name of Work	Amount put to Tender	Earnest Money	Cost of Tender form (In Rs)	Time Allowed	Eligibility of the Contractor
1	Procurement of cement Gunny Bags/ Poly Bags, Nylon Crates, Sand and filling dumping etc for maintainance & repair work at different location of Dolachola Circuit Embankment, Block-Habibpur and Goborjona Embankment, Block-Ratua-II under Malda Investigation Sub-Division, Green Park, Malda for Flood Fighting arrangement for the year 2022-23.	₹4,85,313.00	₹9706.00	Nil	15 (Fifteen) Days	Contractor having 30% Credential of single similar nature of work completed during preceding 5years.

**Important Information-**

- I) Last date & time of application for the tender paper on **18.05.2022 up to 3:30pm.**
- II) Date of issuing of tender paper on **20.05.2022 after 3:30pm.**
- III) Date of dropping the tender paper on **23.05.2022 up to 3:30pm.**
- IV) Date of opening of tender paper in the office of the S.D.O., Malda Investigation Sub-Division on **23.05.2022 at 4:00pm.**
- V) Tender paper enclosing self-attested copies of documents, Original of which to be produced on **20.05.2022 before 3:00pm** to the undersigned or his authorized representatives.

**N.B.**

- I) Issue & Receiving centre:- Office of the S.D.O., Malda Investigation Sub-Division, Green Park, Malda.
- II) Accepting Authority:- Sub-Divisional Officer, Malda Investigation Sub-Division, Green Park, Malda.
- III) Source of funding:- Non-Plan.

Sd/-

**Sub- Divisional Officer  
Malda Investigation Sub- Division  
Green Park, Malda**

**Memo No: 92**

**Date: 11.05.2022**

**COPY FORWARDED FOR INFORMATION-**

1. Superintending Engineer , North Irrigation Circle-I , Green Park, Malda
2. Executive Engineer, Malda Irrigation Division , Green Park, Malda.
3. District Magistrate, Malda P.O. & Dist – Malda
4. Karmadhyaksha, Krishi-O Samabayee Sathayee Samity, Malda Zilla Parisad.
5. Sub-Divisional Officer Ganga Anti-Erosion Sub-Division No-I- ,Green park, Malda
6. Sub-Divisional officer Ganga Anti-Erosion Sub-Division No-II ,Green park, Malda
7. Sub-Divisional Officer Malda Irrigation Sub-Division, Green park, Malda
8. Secretary Malda Builders Association, C/O Ranjit Seth, Sarbamangalapally, P.O.& Dist- Malda
9. Secretary Malda Builders Association, Singatala ,P.O.Mokdampur Dist- Malda.
10. Secretary The Ganga Velly contractor's Association, Panchanandapur, Dist- Malda.
11. Secretary Malda Dist. Co Opr Organization.(Joy Lodge) 1<sup>st</sup> Floor ,P.O & Dist –Malda
12. Divisional Accounts Branch of Malda Irrigation Division, Green Park, Malda.
13. Divisional Estimator of Malda Irrigation Division, Green Park, Malda.
14. OFFICE NOTICE BOARD of the Sub- Divisional Officer, Malda Investigation Sub- Division  
Green Park, Malda

Sd/-

**Sub- Divisional Officer  
Malda Investigation Sub-Division  
Green Park, Malda**