



Asansol Durgapur Development Authority

A Statutory Body of the Government of West Bengal
(under Urban Development & Municipal Affairs Department)

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Memo.No. - ADDA/ASN/ED/N (2024-25)/ 118

Date: - 30.08.2024

e-NIQ No. : -03 (01) of 2024-2025

THE EXECUTIVE ENGINEER, ADDA, ASANSOL.

For and on behalf of ADDA, The Executive Engineer ,ADDA, Asansol, invites percentage rate e-NIT for the following works from the reliable, resourceful, experieiced, bonafied Contractors **having valid credentials.** (Submission of Bid through **online**).

- | | | | |
|-----|--|---|---|
| (a) | Name of Work | : | As per Annexure-I |
| (b) | Estimated Value of work put to tender | : | As per Annexure-I |
| (c) | Earnest Money | : | As per Annexure-I |
| (d) | Printed Tender form to be digitally signed | : | ADDA Tender Form |
| (e) | Price per copy of the Specified Tender form & Tender documents | : | As per statement attached.
(Applicable to successful bidder during formal agreement) |
| (f) | Website for downloading of Tender Form & documents | : | www.wbtenders.gov.in |
| (g) | Date of uploading (Online) of N.I.T. Documents (Publishing) | : | 30/08/2024 |
| (h) | Documents download start date (Online) | : | 02/09/2024, at 10.00 a.m. |
| (i) | Start date & time of Bid submission (On line) | : | 02/09/2024, at 11:00 a.m. |
| (j) | Closing Date & time of download of Tender Documents (Online) | : | 17/09/2024, up to 5:00 p.m. |
| (k) | Bid proposal Submission Closing/end date (Online) | : | 17/09/2024, up to 5:30 p.m. |
| (l) | Date and time of opening of Technical Proposals (online) | : | 20/09/2024, after 11:00 a.m. |
| (m) | Opening of Financial Proposal(Online) | : | To be notified later on |
| (n) | Time of Completion of work | : | As per Annexure-I |
| (o) | Defect Liability Period | : | As per Annexure-I |

In the event of e-filling, intending bidder may download the tender documents from the website: <https://wbtender.gov.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtender.gov.in>.

Tender document may be downloaded from website for submission of Technical Bid/Financial Bid. As per Notification No.- 199-CRC/2M-10/2012, Dt.21.12.2012, of the Secretary, PWD, Govt. of West Bengal, the intending tenders shall not have to pay the cost of tender documents

in case of participation in e-tender. Lowest tenderer have to pay the cost of tender documents at the time of formal agreement.

Eligibility criteria for participation in tender : As per Notification No.04-A/PW/0/10C-02/14, dated 18.03.2015, of the Principal Secretary, PWD, Govt. of W.B.;

For 1ST Call :

- a) Intending tenders should produce credentials of similar nature of completed work of minimum value of 40% of the estimated amount put to tender during last **5 (Five)** years prior to the date of issue of the tender notice;

or

- b) Intending tenders should produce credentials of 02(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last **5 (Five)** years prior to the date of issue of the tender notice;

or

- c) Intending tenders should produce credentials of 01(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 desire value at (a.) above.

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

For (2ND Call) :

- a. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during last **5(Five)** years prior to the date of issue of the tender notice ;

or,

- b. Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender during last **5(Five)** years prior to the date of issue of the tender notice ;

or,

- c. 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 (a) above;

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

For 3rd & Subsequent call :

- a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 20% of the estimated amount put to tender during last **5 (Five)** years prior to the date of issue of the tender notice ;

or,

in case of participation in e-tender. Lowest tenderer have to pay the cost of tender documents at the time of formal agreement.

Eligibility criteria for participation in tender : As per Notification No.04-A/PW/0/10C-02/14, dated 18.03.2015, of the Principal Secretary, PWD, Govt. of W.B.;

For 1ST Call :

- a) Intending tenders should produce credentials of similar nature of completed work of minimum value of 40% of the estimated amount put to tender during last **5 (Five)** years prior to the date of issue of the tender notice;
or
- b) Intending tenders should produce credentials of 02(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last **5 (Five)** years prior to the date of issue of the tender notice;
or
- c) Intending tenders should produce credentials of 01(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 desire value at (a.) above.

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

For (2ND Call) :

- a. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during last **5(Five)** years prior to the date of issue of the tender notice ;
or,
- b. Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender during last **5(Five)** years prior to the date of issue of the tender notice ;
or,
- c. 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 (a) above;

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

For 3rd & Subsequent call :

- a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 20% of the estimated amount put to tender during last **5 (Five)** years prior to the date of issue of the tender notice ;
or,

- b) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 70% or more and value of which is not less than the desired value (a) above;

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

N.B.:- i) Estimated amount, work Done Value, Date of completion of project and detail communicational address of Client must be indicated in the Credential Certificate with work order which issued by the concerned Executive Engineer, or equivalent competent authority.

ii) **Payment certificate will not be treated as credential.**

iii) 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 Central/State statute**, on the executed value of completed/running work will be taken as credential.

iv) **Executed value (without contractual percentage) of completed/running work will be taken as credential.**

Pan Card, Professional Tax Certificate, Trade License, Valid 'Electrical Supervisory License-1, 2,4,10,11' (to be submitted only for Electrical Works), Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, and Bank Solvency Certificate (25% of estimated amount put to tender and not more than one year older on date of floating tender), Latest Income Tax (Saral) Acknowledgement Receipt for the last three consecutive years, Bank Account Details of the Bidder etc. are required to be submitted with the Technical Bid document.

Terms conditions to participate in e-Tender:

1. **Earnest Money** has to be deposited by the bidder through the following payment mode as per Memorandum of Finance Department vide No. 3975-F(Y) dated 28th July, 2016.
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
 - ii) RTGS/NEFT in case of offline payment through bank account in any bank.

Three Government of West Bengal Enterprises viz. "Mackintosh Burn Limited.", "Westinghouse Saxby Farmer Limited", and "Britannia Engineering Limited", and also Labour Co-operative Societies are exempted from depositing earnest money for participation in tender vide Order No. 430(3)-W(C)/1M-208/15 dated 31.08.2015 of The Joint Secretary, P.W. Department, Works Branch, Govt. of West Bengal and Order No. 815-F(Y) dated 23/02/2023 of the Special Secretary to the Government of West Bengal, Finance Department, Audit Branch (Group-T) subject to the condition that they will have to furnish requisite Security Deposit for performance of the work if selected in the tender. Bidders eligible for exemption of EMD as per Govt of WB order mentioned above may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of statutory documents.

2. Participation in the form of **Joint Venture** is not allowed in case of Civil Work.

The joint venture of Civil Contractor (Prime Agency) and Electrical agency is allowed and may participate in this e-Tender, provided both the civil and electrical agency must fulfill individually the eligibility criteria for participation in tender as mentioned above.

In case of Joint Venture of Civil Contractor (Prime Agency) with Electrical agency, Tender Specific Notarial Agreement (Memorandum of Understanding) shall have to be uploaded during e-filing, otherwise the Technical Bid shall be treated as non-responsive.

3. **Engagement of Sub-Contractor / Sub-letting is not permitted**
4. In case of work more than 1.0 crore, the prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being 01 (One) Graduate Engineer & 01(One) Diploma Engineer in Civil Engineering and 01(One) Diploma Engineer in Electrical Engineering (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation.). [Non Statutory Documents).
5. The **partnership firm** shall furnish the **registered partnership deed** and the **company** shall furnish the **Registered Article of Association and Memorandum.**
6. **Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies** are required to furnish valid **Bye Law, Valid Register Certificate issued by the Co-operative Department, Current Audit Report & Minutes of Annual General Meeting under the Companies Act,2013**, along with other relevant supporting papers.
7. **N.B. :**
 - i. Where there is a discrepancy between the rate in figures and words the rate in words will govern.
 - ii. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
 - iii. Any change of BOQ will not be accepted under any circumstances.
 - iv. Tenderers should note that conditional tender will be rejected without showing any reason for such rejection.
8. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every Bill of the agency, Royalty, GST& all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.
9. **10% (including earnest money) Security** deposited should be deducted against running /final bill as per Govt Order.
10. Deduction of **Income Tax** from the Contractor's Bill will be made as **per Govt. rules.**
11. The Agency must be quoted their rate in **Percentage above or below or at PAR.**
12. **No Mobilisation Advance and Secured Advance** will be allowed.
13. Agencies shall have to **arrange land for creation of Plant & Machineries, storing of materials, labour shed, laboratory etc.** at their own cost and responsibility.
14. **Bids shall remain valid** for a period **120 (One Hundred Twenty) days** after the date opening of Financial Bid / Sealed Bid.
5. As per **Memorandum No.1592-F(Y), DATED 20.03.2014, of the Principal Secretary**, Finance Department, Audit Branch, Govt. of W.B., the L1 bidder shall submit the hard copy of EMD/Bid security to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

As per Order No. 4608-F(Y), dt.-18.07.18, of the Additional Chief Secretary, Finance Department, Audit Branch, Govt. of West Bengal, **Additional Performance Eecurity @10.00% of the tendered amount** shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimated amount put to tender .i.e. if the successful bidder quotes a rate 20% or more less than the schedule of rates put in tender. The additional performance security will have to be deposited by the successful bidder in the form of Bank Guarantee drawn on any nationalized bank before issue of work order.

17. The tenderers **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 Tender, the cost of visiting the site shall be at the Tenderer's own expense.
18. The intending Tenderers shall clearly understand that whatever may be the outcome of the present invitation of Bids, **no cost of Bidding shall be reimbursable by ADDA**. ADDA will have sole discretion to decide the eligibility of contractors on the basis of his submitted documents & 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 Tenderer at the stage of Bidding.
19. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Tenderers' before bidding.
20. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
21. No **Conditional / Incomplete Tender** will be accepted under any circumstances.
22. The Executive Engineer, ADDA, Asansol, **reserve the right to cancel the e-N.I.T.** due to unavoidable circumstances and no claim in this respect will be entertained.
23. 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 tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
24. Before issuance of the work order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture of false in that case, work order will not be issued in favour of the lowest tenderer under any circumstances.
25. **All materials and also necessary tools & plants will be supplied by concerned agency** for above mentioned work as per requirement.
26. In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and / or technically sanctioned estimate.
27. Guiding schedule of rates is PW Directorate Schedule of rates for Building works and S & P works, Road & Bridge works effective from 01/11/2017, along with up-to-date corrigenda and addenda as applicable. Acceptance criteria of works including materials should be as per the relevant Indian Standard Codal provisions and also as per PWD guidelines issued by the Engineer-in-Chief vide No-1933-E-IN-C/2015, dated-28/10/2015.

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

29. **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 Minimum Wages Act, 2020, in respect of scheduled employment, within the specified time as per law, payment of bonus, wherever applicable, has to be made.
30. Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996.
31. **All liabilities arising out of engagement of workers are to be duly met before submission of bills for payment.**
32. **Adjustment of Price (increase or decrease)** vide Notification No.23-CRC/2M-61/2008, Dated: 13.03-2009 and Notification No-38-CRC/2M-61/2008, Dated: 20.04.2009, **shall not be applicable.** Since B.O.Q. for the work under this N.I.T. is based upon the Schedule of rates of Public Works Department for Building, S & P, Roads and Electrical works with up to date Addenda and Corrigendum, the tenderers shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and/or price adjustment will be allowed by the department thereto under any circumstances.
33. All materials should be approved by E.I.C.; If required by the Engineer-in-Charge, testing of any materials supplied by the agency are to be conducted by agency at their own cost from any Government approved Testing Laboratory as directed by the Engineer-in-Charge.
34. In case of purchase (if permitted by the Engineer-in-Charge) of cement, steel and bitumen, authenticated evidence for purchase to be submitted along with challan and test certificate.
35. **Suggested brand names of Schedule of rates of Public Works Department for Building, Roads, S & P work** to be followed strictly. If any material deviate from it without prior approval of the Engineer-in-Charge, it will be rejected. Any claim for payment will not be entertained.
36. In case of an unscheduled holiday on the aforesaid date, the next working day will be treated as scheduled/prescribed date for bid opening.
37. Corrigendum if any will be published only in office notice board and no paper publication will be made. Intending tenderers are requested to follow official notice board from time to time.
38. Issuance of work order as well as **payment will depend on availability of fund** and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderers may consider these criteria while applying for permission and while quoting their rates.
39. **Prospective Tenderer must not have been failed to execute any work under any Directorate of PWD/ADDA, during the preceding five (5) years w.e.f date of this e-N.I.T.;** Such termination of tender shall be disqualification for the concern tenderer for participating this tender.
40. One affidavit before Notary will have to be submitted declaring that penalty, debarment etc. has not been faced by him under any Govt/Semi-Govt/Autonomous body/institution/local body in scanned soft copy along with credential documents within stipulated date & time.

PAN of Tenderer should be linked with AADHAAR. Otherwise, IT may be deducted at higher rate without any prior intimation from this office.

42. The work shall have to be carried out as per **Order No. 1M-21/2017/167-R/W(N) dated 11.12.2018** of the Joint Secretary to the Govt. of W.B (Projects & Coordination), P.W. Department, regarding taking necessary preventive measures to control pollution.
43. Successful TENDERERS will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clause u/s 7 of West Bengal Building & Other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.
44. All incidental charges, such as cost of soaking, curing, screening, staging, scaffolding, precautionary safety measure and similar other allied elements of work are also to be taken as included in the contractor's rate quoted in his tender although these might have not been mentioned in the relevant items or clause of the tender document through oversight.
45. **Materials obtained by dismantling Authority's structure/machine/equipment/plant/fitting and fixture shall remain the property of the A.D.D.A.;** The contractor shall sort out and hand over the serviceable materials/machine parts/fitting & fixture etc. to the Authority's store at Asansol and obtain a receipt there of. The receipt to be handed over to concern S.A.E. required for processing bill. The contractor shall also dispose of the unserviceable rubbish /waste materials as per direction. Cost of all these deemed to have been included in the relevant item of work.
46. The intending bidders must have the infrastructure to execute the work at night-shift also, if situation permits.
47. In case of any discrepancy, ambiguity or dispute in the matters, conditions, specifications etc. as enumerated under different clauses, decision of the Executive Engineer, A.D.D.A. will be final and binding to all concerned.
48. In case if there be any **objection/complain regarding Non-Eligibility in Technical Bid Evaluation**, only Intending Bidders or authorized persons on behalf of the Bidders may lodge objection/complain along with specific authentic documents in support of their objection/complain as a proof to the Notice Inviting Authority **within 48 (forty eight) hours from the publication time (uploading time in web portal) of the Technical Bid Evaluation** and beyond that time schedule (i.e. after expiry of 48 hours) no objection/complain will be entertained as well as without any specific authentic documents as a proof in support of lodged objection / complain, no objection or complain in this regard will be entertained. On the other hand penal action may be taken against the respective Bidders for lodging false objection or complain for obligatory attitude/ creating hindrance towards development works of the Govt. The detailed address of the complainant including e-mail/Fax number, mobile number & telephone number shall invariably have to be provided in their letter.
49. The Tenderer whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in Prescribed ADDA tender form will incorporate all agreement between the Tender Accepting Authority and the successful Tenderer. All the tender documents including e-NIT & BOQ will be the part of the contract document.
50. The successful agency has to submit the **work programme** i.e. Bar Chart and C.P.M. within 07 (Seven) Days from the date of issuance of L.O.A / Work Order.
51. The contractor undertakes to have the site clean, free from all surplus materials, rubbish etc. upto the satisfaction of the Engineer-in-Charge. All surplus materials, rubbish, etc. will have to be removed to the places fixed by the Engineer-in-Charge and nothing extra will be paid upto a lead of 75 mtr. from the work site.

Contractors should have to ensure the **engagement of job card holders** registered under **MGNERGA as unskilled workers** for execution of awarded works. This has a reference to the Memo. No. 551-PWD-25017(12)/17/2024 dated 01.03.2024 of the Special Secretary, PWD, Govt. of West Bengal.

53. **All works are to be carried out in close co-operation with the Department and other contractor(s) that may be working in the area of work.** The work should also be carried out with due regard to the convenience of the road users and occupants of the adjacent locality, if any. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants of the adjacent locality, etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-in-Charge, are due to the negligence of the contractor are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-in-Charge.
54. Before starting any work, work site, where necessary, must be properly dressed after cutting clearing all varieties of jungles, shrubs, bamboo clusters or any undesirable vegetation from the alignment or site of works. On completion of works all temporary structure or obstruction including pipes in underground work, if any, must also be removed. All scars of construction shall be obliterated and the whole site shall be left in a clear and neat manner to the satisfaction of the Engineer-in-Charge. No separate payment shall be made for all these works, the cost thereof being deemed to have been included in the rates of various items of works quoted by the contractor in the schedule of probable items of works.
55. The contractor must erect temporary pillars, master pillars, etc. as may be required in suitable places as directed by the Engineer-in-Charge at his own cost before starting and during the work by which the departmental staff will check levels, layout of different works and fix up alignment and the contractor shall have to maintain and protect the same till completion of the work. All machineries and equipments like Level Machine, Staff, Theodolite etc. and other sundry material like, pegs, strings, nails, flakes, instruments, etc. and also skilled labour required for setting out the levels, laying out different structures, etc. shall also be supplied by the contractor as per direction of Engineer-in-Charge at his own cost.
56. Whatever may be the reason for claim on idle labour, enhancement of labour rate, additional establishment cost, cost of Toll and hire and labour charges of tools and plants, railway freight, etc. would not be entertained under any circumstances.
57. **The contractor shall carefully execute the work without disturbing or damaging underground or overhead service utilities viz. Electricity, Telephones, Gas, Water pipes, Sewers etc.** In case disturbances of service utilities is found unavoidable the matter should immediately be brought to the notice of the Engineer-in-Charge and necessary precautionary measures as would be directed by the Engineer-in-Charge shall be carried out at the cost and expenses of the contractor. If the service utilities are damaged or disturbed in any way by the contractor during execution of the work, the cost of rectification or restoration of damages as would be fixed by the Engineer-in-Charge concerned will be recovered from the contractor.
58. All materials brought to the site **must be approved by the Engineer-in-Charge.** Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Engineer-in-Charge shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to any claim for any loss or damage on that account.

60. In case of **force closure or abandonment of the works by the Department** the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred thereof by him but not for any losses.
61. The contractor shall not be entitled for any compensation to any loss due to **delays arising out of modification of the drawing, addition & alterations of specifications.**
62. The Contractor is to **display caution board at his own cost** as per direction of Engineer-in-Charge.
63. **Deep excavation of trenches and left out for days shall be avoided.**
64. The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the Department shall not be bound to take cognizance of such power of attorney.
65. **Defect Liability period** - details may be seen vide Order No.- 5784-PW/L&A/2M-175/2017 dated 12.09.2017, of Public Works Department, Government of West Bengal.
66. All other terms & conditions as per latest G.O.;

INSTRUCTION TO TENDERER

1. **General guidance for e-Tendering**

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

2. **Registration of Contractor**

Any contractor 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 web portal of West Bengal State Government) the contractor is to click on the link e-Tendering site as given on the web portal.

3. **Digital Signature Certificate (DSC)**

Each contractor is required Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount. Details are available at the said Web Site.

4. The contractor can **search & download e-NIT & Tender Documents** electronically from computer once he logs on to the website mentioned above 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 online through online the website stated above 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).

Folder-1 Contains :

- i) Prescribed ADDA tender form.
- ii) e- NIT.
- iii) Technical Bid Documents (as prescribed in the e-NIT).

Folder-2 Contains :

- i) Financial bid (BOQ)

1&2'

Note: Failure of submission of any of the above mentioned documents as stated in as 'Folder-

will render the tender liable to summarily rejected for both statutory & non-statutory cover.

B. Tender Evaluation Committee (TEC)

- i. Opening of Technical proposal :-

Technical proposals will be open by the Executive Engineer, ADDA, Asansol or his authorized representative electronically from the web site stated above using their Digital Signature Certificate.

- ii. Folder-1 should be open first & if there is any deficiency in the documents, tender will summarily be rejected.
- iii. Decrypted (transformed in to readable formats) documents of the Folder-1 will be downloaded and handed over to the tender evolution committee.
- iv. Uploading of summary list of technically qualified tenderers.
- v. Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenders of work will be uploaded in the web portals before 48 hours of opening of financial bid.
- vi. While evaluation the committee may summon of the tenders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vii. Intending tenderers may remain present if they so desire.

C. Financial Proposal

- i. The financial bid should contain the following documents in folder-2 i.e. Bill of quantities (BOQ) the contractor is to quote the rate (Presenting Above / Below / At par) online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies (".xls" file with same name) of the above documents are to be uploaded after virus scanned and Digitally Signed by the contractor. Intending tenderer may remain if they so.

6. **Penalty for suppression / distortion** of facts Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per prevailing IT Act with forfeiture of earnest money forthwith.

7. **REJECTION OF BID** : The tender inviting 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 such action from the tender accepting authority.

8. **Opening of Financial Bid:**

- i) Financial proposals will be open by the Executive Engineer, ADDA, Asansol, along with/ or his authorized representative electronically.
- ii) Bidders are requested to remain present in the Chamber of the Executive Engineer, ADDA, Asansol, on that day at the time of opening of the financial bid.
- iii) After opening of Financial Bid, if situation demands, the Executive Engineer, ADDA, Asansol, may negotiate with the lowest bidder. No objection in this respect will be entertained if raised by any Bidders who will be present during opening of tender, or from any Bidder who will be absent at the time of opening of tenders.

9. **AWARD OF CONTRACT :**

- (i) The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance

- (ii) The Letter of Acceptance will constitute the formation of the Contract.
- (iii) The Agreement in prescribed Tender form of ADDA will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms & condition, specification of works, different filled-up forms, B.O.Q. and the same will be constituted between the Tender Accepting Authority and the successful Bidder. Successful Bidder shall have to enter into an agreement in ADDA Tender Form after issuance of Letter of Acceptance on payment of requisite cost for formal agreement within time limit to be set in the letter of acceptance.

• **Note :-1. Undersigned is not disbursing authority of the following works. 2. Any Corrigendum and addendum will be published through ADDA website: www.addaonline.in or www.wbtenders.gov.in**

(Signature)
30/08/24

Executive Engineer
Asansol Durgapur Development Authority
Asansol.

(Signature)

Date: - 30/08/2024

Memo.No. - ADDA/ASN/ED/N(2024-25)/ 118 (14)

Copy forwarded for information and necessary action to :-

1. The Hon'ble MIC Labour & Law, Judicial Department, Govt of West Bengal.
2. The Hon'ble Chairman, ADDA
3. The Hon'ble Vice-Chairman, ADDA
4. The C.E.O., ADDA.
5. The Joint Secretary, U.D. & M.A., Department, Govt of West Bengal, Kolkata-700064.
6. The Joint Labour Commissioner, Asansol Zone & Nodal Officer, Shramik Bhawan, Asansol
7. The S.D.M., Asansol Sadar
8. The A.E.O., ADDA, Asansol
9. The F.O., ADDA, with a request to be present or send his representative during tender opening on specified date & time.
10. The Assistant Engineer (Civil), ADDA, Asansol
11. The SAE (D.Paul), ADDA, Asansol
12. Notice Board, ADDA, Asansol
13. Sri Sanjay Mukherjee, System Manager (Asansol), with the request to upload the same on ADDA website.
14. File Copy

(Signature)
30/08/24

Executive Engineer
Asansol Durgapur Development Authority
Asansol

(Signature)

Annexure-I

Abstract List for e-NIQ No.-03 (01)/2024-25, of the Executive Engineer, ADDA (Asansol)

SI No	Name of Work	Initial Earnest Money	Price per copy of Tender form & Documents	Time of Completion	Defect Liability Period	Credential of Similar Nature of work
01	"Construction & Installation of Labour Court / Industrial Tribunal, Asansol at 1st Floor of Shramik Bhavan." (Furniture)	₹ 35,000.00	₹ 1000.00	02 (two) months	06 (Six) months	₹ 7,00,000.00

*** Balance amount of Earnest Money if any, i.e. (2% of Quoted Amount -Initial Earnest Money), to be deposited in the shape of Bank Draft from any nationalized bank drawn in favour of the "Chief Executive Office, Asansol Durgapur Development Authority", payable at Asansol. It is to be deposited before issue of Work Order.

ANNEXURE - II
PRE-QUALIFICATION APPLICATION

To
The Executive Engineer,
ADDA (Asansol),
Vivekananda Sarani (Senraleigh Road),
Near Kalyanpur Housing More,
Asansol -713305

Ref : Tender for (Name of
work).....
.....
.....
.....

e-N.I.T. No.: of the Executive Engineer, ADDA (Asansol)

Dear Sir,

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

The application is made by me / us on behalf of.....
in the capacity
duly authorized to submit the order.

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

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

We understand that:

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

Enclosure(s): e-Filling:-

- 1. Statutory Documents.
- 2. Non Statutory Documents.

Date:

.....
Signature of applicant including title

and

capacity in which application is made.

N.B :- 1) This application must be made in the letter head of the firm in which application is made, clearly mentioning

The address and contact number of the firm.

- 2) Signature of the applicant shall have to be matched with PAN Card / Power of Attorney holder(s) signature, whichever is applicable.**

ANNEXURE-III

DECLARATION BY THE TENDERER/QUOTATIONER

I/We have **inspected the site of work** and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Quotation and other quotation documents mentioned therein along with the drawing attached (if any). I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Quotation to complete the proposed construction as per specifications/drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and will carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our own cost if required for the work.

Certified that **nobody as “near relative” of myself /our employees** is/are posted in any capacity between the grades of the “Executive Engineer” and “Junior Engineer” (both inclusive) in the jurisdiction of the work related to this Tender.

I/We do hereby certify that all the statements made/all documents submitted **are true and correct**. In case of any information submitted proved to be false or concealed, Govt. may take penalized action against myself/ourself.

I/We 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.

Name of the Contractor/tenderer	Full Signature of the authorized signatory.	Initial of contractor/Tenderer
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