



**OFFICE OF THE EXECUTIVE ENGINEER**  
**WEST BENGAL STATE RURAL DEVELOPMENT AGENCY,**  
**2, Mahatma Gandhi Road, (1<sup>st</sup> Floor), Howrah – 711 101**  
**Telephone No: - 033-26374879**

**Memo No - 518**

**Dated – 21.08.2024**

**NOTICE INVITING E-TENDER NO. – WBSRDA/EE/HOW-1/NieT\_01 of 2024-25 (2<sup>nd</sup> Call) of Executive Engineer, WBSRDA, Howrah Division-I**

For and on behalf of Panchayats and Rural Development Department, Govt. of West Bengal, the Executive Engineer WBSRDA, Howrah Division Invites **E-Tender in percentage rates for each of the following Maintenance works by two cover system. Resourceful and Bona-fide contractors of Government / Semi Government/ Undertaking/ Autonomous Bodies / Statuary Bodies and Local Bodies who satisfy the terms and conditions set out in pre-qualification document and having registration in e-procurement portal ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) under Govt. of West Bengal may submit their bids. The intending contractors must have completed at least one work of similar nature in a single contract as a prime contractor within last five years from the date of issue of this NIT, value of which is not less than 30% of the amount put to tender.** The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents. Financial Bids are to be uploaded in another folder. The Tenders shall be available for viewing in our website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**Table- 1: List of Works**

Sl. No.	Name of the work under Admintrative Block	Estimated Cost put to Tender (Rs.)	Earnest Money/Bid Security (Rs.)	Completion Time	Defect liability Period
1	Special repair work for restoration of damaged occure due to laying of P.H.E. pipe line work for the road Begpara to Godaripara T06 at Jagatballavpur Block, Howrah under WBSRDA, Howrah Division I, Package No WB-09-105.	7876060.00	157521.00	60 days	2 (Two) years

- Intending bidders may download tender documents from e-procurement portal of our website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) **from 21.08.2024, 18:55 Hours.** The pre-qualification bid documents duly filled and digitally signed in all respect may be submitted online before **18:55 hrs (as per server clock) on 06.09.2024**
- Tender Inviting Authority will not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc. for on-line bidding.
- **Earnest Money /Bid Security:**  
Earnest Money shall be deposited by the bidder in online mode only following memorandum of the Finance Department Audit Branch memo no 3975-F(Y) dated 28.07.2016 (GRIPS) as reproduced below:

- **Login by the bidder**
  - A bidder desirous of taking part in tender invited by WBSRDA Howrah Division I shall login to the e-procurement portal of the Govt. of West Bengal – <https:wbtenders.gov.in> using his login ID and password. He will then select the tender to bid and initiate payment of predefined EMD for that tender by selecting either of the following modes:
    - 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 of any Bank.
- **Payment procedure:**

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

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

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

- I. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- II. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- III. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- IV. If verification is successful, the fund will get credited to the respective pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- V. Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- VI. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**C. Refund / Settlement Process:**

- I. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the

State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e-procurement portal through web service.

- II. On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.
- III. Once the financial bid evaluation is electronically processed in the e procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.
- IV. If the L1 bidder accept the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.
- V. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal :
  - a. EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the pooling account to the State Government Deposit Head 8443-00-103-001-07 through GRIPS along with the Bank particulars of the L1 bidders.
  - b. EMD of the L1 bidder for the tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.

- VI. The bank will share the details of GRN No. generated on successful entry in GRIPS with the e-procurement portal for update.
- VII. All refund will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.

- The pre-qualification (Technical Bids) documents will be opened on **09.09.2024 at 11:00** hours by the authorized officers.
- Tender Inviting authority reserves the right to call for original document for verification from successful bidder(s) only in case of exceptional circumstances.
- The results of the technical evaluation shall be made public on e-procurement systems. In case there is any objection regarding the result, that should be lodge to the Chairperson of the bid evaluation committee i.e. The Executive Engineer, WBSRDA, Howrah Division I within **03( Three) working days** from the publication in e-portal and beyond that period no objection will be entertained by bid evaluation committee. The objection is to be submitted to the email ID – [wb-how@pmsgsy.nic](mailto:wb-how@pmsgsy.nic) .

- The Financial bid of the technically qualified bidders will be opened for evaluation and the financial bid of non-qualified bidders will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line only.
- Tender Inviting authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any point of time prior to the issuance of work order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the authority's action.
- Acceptance of Tender (AOT) / LOA will be issued after approval of competent authority.
- GST, Cess, Taxes and Duties if any at applicable rates will be deducted from the bill of the contractor.
- **L1 bidder to submit Rs. 5000 only (for Two Sets) for formal agreement cost at Executive Engineer office to execute the formal agreement.**
- **Additional Performance Security in Road Projects**
  - The Additional Performance Security shall be obtained from successful bidder, if the accepted bid value is more than or equal to 20% less than the estimated amount put to tender, vide order no 4608-F(Y) dated 18-07-2018 of finance dept. Govt. of West Bengal.
- **The Security Deposit** money of successful bidders will be released after expiry of **defect liability period** as from the actual date of completion of the work
 

Any damages occurred during defect liability period will have to be done by the contractor at his own cost. **The Contractor at his cost shall provide, in the joint names of the Employer and the Contractor, insurance cover (Contractor all Risk Insurance) from the start date of work to the end date of Defects Liability Period.**
- The intending Bidders should satisfy himself about the alignment of the proposed road site and other site condition before quoting their rates.

**A) The eligibility criteria are given below:**

1. The applicant in the same name and style should have achieved annual turnover in any of the year over the last five years (excluding current FY) (50% of which is from civil engineering construction works and equivalent and to be supported by payment certificates).
  - a) 60% of amount put to bid, in case the amount put to bid is Rs.200 lakhs and less.
  - b) 75% of amount put to bid, in case the amount put to bid is more than Rs. 200 lakhs.
2. The applicant in the same name and style as prime contractor should have successfully completed at least one contract of same type of work at least 40% value of the proposed contract within the last 5 years from date of Publication of this NIT.
3. The contractor should have sufficient technical manpower, tools and plants as mentioned in ITB to complete the work.
4. The prime contractor should have necessary bid capacity to execute the work.
5. Financial statements for the last 05 (Five) years (Audited, if applicable).
6. Income Tax return should be submitted for last 5 years.
7. GST registration Certificate, Professional Tax registration certificate, Pan Card (Income Tax), Trade license should be furnished.
8. Joint venture will not be allowed
9. Engagement of Sub Contractor / Sub letting is not permitted.
10. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
11. The bid of Any Black listed agency will not be accepted.
12. Arbitration will not be allowed in any case.

13. Prospective applicants are advised to note carefully the **documents to be uploaded** for qualification as mentioned in the “Instruction to Bidder” before bidding.

The amount of **earnest money** is 2% of the estimated cost of construction

All duties, GST, taxes, royalties, cess, [including 1% cess under W.B. Road/Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.

To keep the constructed road/building in good condition during the Defect Liability period after the completion of the construction if any work is required for routine maintenance, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.

**B) List of Important Dates of Bids:-**

Sl No.	Particulars		Date	Time
1	Published Date		21.08.2024	18:55 Hrs
2	Documents Download / Sale Start Date	From	21.08.2024	18:55 Hrs
3	Bid Submission Start Date		21.08.2024	18:55 Hrs
4	Bid Submission End Date		06.09.2024	18:55 Hrs
5	Bid Opening Date (Technical)		09.09.2024	11:00 Hrs
6	Bid Opening Date (Financial )	to be notified at time of publishing the list of technically qualified bidder in the web portal only.		
7	Place of Opening Bid	Office of the Executive Engineer, WBSRDA, Howrah Division I, 2 M.G. Road, Howrah - 711101		
8	Officer Inviting Bid	Office of the Executive Engineer, WBSRDA, Howrah Division I, 2 M.G. Road, Howrah - 711101		
9	Last Date of Bid Validity	120 days from the date of opening		

No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line. No individual intimation will be given.

**Instructions to Bidders (ITB)**

**A. Scanned copies of the following documents to be up-loaded in PDF format in e-portal website <https://www.wbtenders.gov.in>**

- Copy of Earnest money deposit challan with clearly written UTR/Txn number (If EMD submitted in offline mode through Bank account).
- Valid GST registration certificate (GSTIN) along with Annexure A and Annexure B issue by the GST authority.
- Pan card (IT)
- Trade license (latest valid)
- Income tax return for last 5 years
- Professional Tax registration certificate
- Valid Registration Certificate with EPF Organization under EPF and Misc. Provision Act 1952
- Financial statement and Balance sheet of last 5 years (Audited if applicable). UDIN should be mentioned if applicable (**UDIN to be mentioned at least for the FY which will be considered for qualification in turnover and Bid capacity calculation**) for all reports submitted beyond 1st July 2019.

9. Payment certificates (Signed by Competent Authority) to be uploaded in support of Turnover. The turnover will be indexed at the rate of 8 percent simple interest for a year.
10. Credentials for successful completion (certificates from the officer not below the rank of Executive Engineer / or equivalent) of at least one contract of same type of work in the same name and style as prime contractor having a magnitude of at least **30% of the amount put to tender** of the proposed contract within the last 5 years from the date of publication of this NIT.
11. Estimated amount, Date of completion of project or percentage of physical progress of works for running works, Value of Work done, Salient feature & nature of the work executed is to be mentioned in the Credential Certificate. Payment Certificate will not be treated as Credential. Credential Certificate issued by the Executive Engineer or equivalent or competent authority of State/Central Gov., State/Central Gov. undertaking, Statutory/Autonomous Bodies constituted under the statute of the Central / State Government will be taken as Credential. However, Credential Certificate issued to sub-contractor by Central or State Govt undertaking/Govt Enterprise shall not be accepted.
12. Executed value (without contractual percentage) of completed/running work will be taken as credential.
13. List of machineries possessed by own/arranged through lease deed along with authenticated copy of invoice/challan as per ITB.
14. List of ongoing works in hand and the Physical and financial progress of those works as per **Annexure-C**
15. The available Bid Capacity at the expected time of bidding (to be calculated on the basis of prescribed format vide **annexure -B**) of the prospective applicant shall not be less than the Estimated amount put to tender of intended job.
16. Laboratory equipment leased or own along with authenticated copy of invoice/challan as per ITB
17. Tender form and NIT with all addendum and corrigendum to be uploaded will be (download and digitally signed. Quoting rate will only encrypted in the B.O.Q under financial bid. In case quoting any rate in printed tender form, the tender will be summarily rejected)
18. Special terms and conditions and specifications of work
19. Partnership firm shall furnish **partnership deed** and company shall furnish the Article of Association and Memorandum.
20. The registered cooperative societies should submit the registration certificate.
21. Power of attorney (in case of Partnership firm /Registered Co-Operative Society/company) to be uploaded.
22. Details of the technical personnel proposed to be employed for the Contract having the qualifications as per ITB. Qualification Certificate and appointment letter of the technical personnel to be uploaded. **No part time employment will be allowed.**
23. Bank Credit Certificate of 10% of the Amount put to tender should be provided as per format. (Format Attached as **annexure D**).
24. Affidavit regarding non employment of any Government official under him, deployment of machineries, technical personnel, correctness of certificates, and investment of minimum cash up to 30% of estimated cost. As per **annexure-A**.
25. Letter head of the agency/contractor containing Name addresses and contact details. During the currency of the project and after completion if the address of the agency/contractor changes, it will be the responsibility of the contractor to intimate the authority regarding such changes.
26. Work program in terms of bar chart to be submitted
27. All documents uploaded by the Bidder, in support of his eligibility/credential for Pre-qualification to participate in this Tender should be same and identical & with Digital signature certificate (DSC). Minor mismatch like M/S, Kr/Kumar, Co-Op/Co-Operative etc to be made legalised/authenticated by the Bidder by proper Affidavit (duly Notarized) in this regard before agreement.

28. Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work), storing of materials, labour shed, laboratory etc. At their own cost and responsibility nearest to the work site.

**B. Bare Minimum requirements of machineries for road construction works is as follows.**

This list is only indicative. The bidder shall have to arrange for every necessary machineries, tools & plants for the intended job.

Sl. No	Name of Machineries	Required Minimum number ( For work value up to Rs 5.00 Cr.)	Required Minimum number ( For work value greater than Rs 5.00 cr. )
1	Light-Duty Mobile HMP with separate heating & mixing drum	1	1
2	Smooth Wheeled Roller (8-10 Tonne).	1	2
3	Concrete Mixer	1	1

**C. Bare Minimum requirements of laboratory equipments for road construction works is as follows. Contractor has to set up field laboratory at his own cost. He has to arrange all necessary Laboratory Equipment as and when necessary. The indicative list of Lab instruments are as follows. The agency has to arrange other instruments required if any as per direction of Engineer In Charge.**

<i>Sl.No</i>	<i>Name of Equipment</i>	<i>Quantity</i>
<i>1</i>	<i>Bitumen Extractor</i>	<i>1</i>
<i>2</i>	<i>IS Sieve Sets</i>	<i>1</i>
<i>3</i>	<i>Digital Balance</i>	<i>1</i>
<i>4</i>	<i>Sand Replacement test set</i>	<i>1</i>

**D. The Number of Technical personnel, Qualifications and Experience will be as follows:  
The Technical Personnel are:**

<i>Sl no</i>	<i>Technical Personnel</i>	<i>No required</i>	<i>Remarks</i>
<i>1</i>	<i>Degree holder in Civil Engineering / Diploma holder in Civil engineering with 5 years experience</i>	<i>1</i>	<i>For work value more than 50 Lacs Degree holder required</i>
<i>2</i>	<i>B.sc Degree holder for Lab and supervisory work</i>	<i>1</i>	

#### E. Other instructions

- Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.
- The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees up to **two decimal places.**
- No Mobilization Advance and Advance against purchase of equipments will be paid for the work
- No Advance of any kind will be paid for the work under any circumstances
- Under no circumstances Price Adjustments / Escalation in prices in materials, labour charges, cost of P.O.L. & arbitration will be entertained.
- The Employer requires the bidders / Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988.
- No price preference will be allowed for the work under this e-NIT.
- No interest claim will be admissible during refund of earnest money and security deposit.
- Uploaded documents of valid successful bidders may be verified with the original in due course. The valid successful bidders have to show the originals to the concerned authority as and when required.
- Any bill (running account/final) payment of proposed executed work may be made to Agency as per availability of fund.
- Bid of any Black listed bidder will be rejected.
- The engaged contractor will have to get registered under BOCW (RECS) act and shall have to contribute towards " The West Bengal Building and other Construction Workers' welfare fund" @ 1% (One percent) of the gross amount of the work by way of deduction from Running and /or final bill.
- **Earnest Money & Security Deposit:** The Earnest Money (2% of amount put to tender) will be released to L1 bidder / contractor subject to submission of Performance Security (P. S.) (2.5 % of Tendered Amount ) acceptable to the Employer (Executive Engineer concerned) in the form of an unconditional Bank Guarantee or Fixed Deposit Receipt in favour of Executive Engineer concerned from a scheduled Commercial bank. The remaining 7.5% S.D. Money will be deducted from running account (R.A.) bills, so that the total amount of S.D/P.S. will become 10% (Ten Percent) of the Contract Price, retained at the end the Employer at the time of settlement of Final Accounts on completion of Construction.
- **The Security Deposit / Performance security will be released to the contractor after successful completion of DLP.**
- Time allowed for completion of work will be measured from the date of issue of work order
- If any erroneous printing found after agreement or any time in the SOQ (Schedule of Quantity) Quantity or Rate, the Tender Inviting authority reserve the rights to correct the same as per approved original estimate.
- Bidding documents [**NIT and SBD (i.e., W.B. Form No - 2911)**] is to be uploaded by the bidder. The bidder has to only agree/ disagree on the conditions in the bidding document. The bidders who disagree on the conditions of bidding document cannot participate in the tender and his /their bid will be treated as informal.
- ***Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:***
  - (i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s).
  - (ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
  - (iii) Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Employer.



- Bidders who meet the minimum qualification criteria will be qualified only if their available bid capacity for construction work is equal to or more than the total bid value. The available bid capacity will be calculated as per **annexure -B**:
- The successful bidder shall have to abide by all the labour related and other rules , regulations and laws of the land and the Tender Inviting Authority in no way shall be held responsible for financial or any other consequences arising out of non his noncompliance of the same.
- **Intending Bidder should read carefully read the CI No 41 of GCC regarding the suspension and debarment policy before participating the tender.**
- The bidder must not have any history of litigation and inordinate delay for any work. If any such cases comes to the notice / knowledge, the bid in that case will stand rejected.
- **Tax Invoice needs to be issued by the agency/contractor for raising claim showing separately the tax charged in accordance with the provisions of GST Act, 2017.**
- **Insurance**
- The Contractor at his cost shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the date of completion, in the amounts and deductibles stated in the Contract Data for the following events which are due to the Contractor's risks:
  - Loss of or damage to the Works, Plant and Materials;
  - Loss of or damage to Equipment;
  - Loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
  - Personal injury or death.
- Insurance policies and certificates for insurance shall be delivered by the Contractor to the Engineer for the Engineer's approval before the Start Date. All such insurance shall provide for compensation to be payable in Indian Rupees to rectify the loss or damage incurred.
- The Contractor at his cost shall also provide, in the joint names of the Employer and the Contractor, insurance cover from the date of completion to the end of Defects Liability Period, in the amounts and deductibles stated in the Contract Data for personal injury or death which are due to the Contractor's risks:
- Insurance policies and certificates for insurance shall be delivered by the Contractor to the Engineer for approval before the completion date/start date. All such insurance shall provide for compensation to be payable in Indian Rupees.
- Alterations to the terms of insurance shall not be made without the approval of the Employer.
- Both parties shall comply with any conditions of the insurance policies.
- **The Earnest Money may be forfeited –**
  - If the Bidder withdraws the Bid during the period of Bid validity.
  - In case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the agreement.
  - During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to Tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated.
  - If the bidder fails to submit the Additional Performance Security (if any) within seven working days from the date of issuance of Letter of Acceptance.
  - If the bidder fails to install plant & machineries within 45 (forty-five) days from the date of issue of the Work-order.

- Priority of Documents: The documents forming the contract are to be taken as mutually explanatory of one another. For purpose of interpretation, the priority of the documents shall be in accordance with the following sequence.
- Form No 2911
  - Notice to Proceed with the works;
  - Letter of acceptance;
  - Notice Inviting Tender
  - Special Conditions of Contract and General Conditions of Contract (as per Form No 2911)
  - Specifications;
  - Drawings;
  - Bill of Quantities; and
  - Any other document listed in the Contract Data as forming part of the Contract.

**Sd/- Biswanath Halder**  
**Executive Engineer**  
**WBSRDA, Howrah Division – I**

**Memo No – 518/1(7)**

**Dated - 21.08.2024**

Copy for favour of his kind information to:

1. Hon'ble Sabhhipati, Howrah Zilla Parisad,
2. The Additional Secretary P&RD Department & Additional Chief Executive Officer, WBSRDA.
3. The Chief Engineer, P &RD Deptt.
4. The Superintending Engineer, Presidency Circle II P&RD Deptt.
5. The District Magistrate. Howrah .
6. The A.D.M. (Panchayet), Howrah.
7. The Purta Karmadhakshya. Howrah Zilla Parishad

**Sd/- Biswanath Halder**  
**Executive Engineer**  
**WBSRDA, Howrah Division – I**

## ANNEXURE-A

### SAMPLE FORMAT OF AFFIDAVIT

I, Sri....., S/o Sri..... aged..... years, Residing  
at..... Proprietor/Partner/Director of....., do hereby solemnly affirm and declare  
in connection with Construction of road from  
.....  
..... is as follows :

1. That I, the undersigned do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby verifies that neither any near relations of DE/EE/SE/AE/JE of the department nor any retired gazetted officers are in our employment.
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 and agrees that the bid shall remain open for Acceptance 120 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in-Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.
8. We would establish a site laboratory with minimum testing equipments/ apparatus to conduct the various tests on soil, aggregates and cement, concrete to maintain the quality at site. We will upkeep the laboratory set-up in good condition of the project.
9. We would deploy at site all necessary technical personnel for efficient contract management and supervision of works with a view to achieving best quality of works at site.

10. We would carry out all necessary tests of all major items at frequency spelled out in the contract document to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
11. Any departure whatsoever in any form will be considered as breach of contract. In such situation the department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
12. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

-----  
Signed by an authorized officer of the firm

-----  
Title of the officer

-----  
Name of the Firm with  
seal Date\_\_\_\_\_

## ANNEXURE-B

Name of applicant: \_\_\_\_\_

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

**Assessed Available Bid capacity** =  $(A \times N \times M - B)$  = \_\_\_\_\_

Where,

**A**= Maximum value of engineering works in respect of projects executed in any one year during the last five years ( updated to the price level of the year @ 8% a year) taking into account the completed as well as works in progress.

**N**= Number of years prescribed for which bids are invited.

(period up to 6 months to be taken as ½ and more than 6 months as 1 in a year)

**M** = 3

**B**= Value at current price level, of existing commitments and ongoing works to be completed during the period of completion of the works for which bids are invited.

**To calculate the value of A**

A table containing value of Engineering works in respect of projects (Turnkey projects/item rate contract /Construction works) undertaken by the Bidder during the last 5 years is as follows:

Serial No	Financial Year	Value of Engineering works undertaken w.r.t. projects ( Rs in Crore)	Updation factor.	Value updated to the price level of the year
(1)	(2)	(3)	(4)	(5)= Col 3 X Col 4
1	(2022-2023) Year-1		1.00	
2	(2021-2022) Year-2		1.08	
3	(2020-2021) Year-3		1.16	
4	(2019-2020) Year-4		1.24	
5	(2018-2019) Year-5		1.32	

Maximum value of projects that have been undertaken during the F.Y----- out of the last five years and value thereof is Rs ----- Crore (Rupees-----).

Net worth for the Financial year 2022-23 is (Rs in figure) .

.....

.....

Signature, name and designation of  
Authorised Signatory

For and on behalf of

.....(Name of the  
applicant)

.....

Name of the Statutory Auditor's  
Firm/Chartered Accountant

Signature:-

Seal of the Audit/Chartered Accountant Firm:

Name of signatory (in capital) :-

Membership No.:- Firm

Regn. No:-

Date of Birth :-

UDIN :-

**NB:- All information sought w.r.t. Firm/ Chartered Accountant is mandatory.**

**ANNEXURE-C**

Information on Bid Capacity

***a) Existing commitments and on-going works***

Description of Work	Place & State	Contract No & date	Name of Addres s of employ er	Value o contract (Rs. In Lakh)	Stipulate d period of completio n	Value of works remaini ng to be complet ed (Rs. Lakhs)*	Anticipated date of Completion
1	2	3	4	5	6	7	8

**N.B :Suppression of any fact regarding work-in-hand will be liable for non-responsive of bid**

**SAMPLE FORMAT FOR BANK CREDIT CERTIFICATE  
(BANK LETTER HEAD WITH ADRESS)**

**BANK CERTIFICATE**

This is to certify that ----- is a reputed company with a good financial standing.

If the contract for the work, namely, \_\_\_\_\_ (Tender No. & Name of work) is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. \_\_\_\_\_ to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager \_\_\_\_\_  
Name of the senior Bank Manager \_\_\_\_\_  
Address of the Bank -----

Stamp of the Bank

**Note: Certificate should be on the letterhead of the bank and phone, fax and e-mail address should be written clearly & not older than 03 Months.**

**ANNEXURE-E**

**BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT**

To  
The Executive Engineer

-----  
-----

	Account Details
Account Name	
Beneficiary Bank Account No	
IFSC Code	
MICR Code	
Branch Address	

WHEREAS ..... [NAME AND ADDRESS OF CONTRACTOR] (here after called "The Contractor") has undertaken , in pursuance of to execute..... (hereinafter called "The Contract").

AND WHEREAS it has been stipulated by you in the said contract that the contractor shall furnish you with a Bank Guarantee by a scheduled commercial bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract.

AND WHEREAS we ..... (indicate the name of the bank branch ) have agreed to give the contractor such a Bank Guarantee.

NOW THEREFORE we ..... (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the contractor , up-to a total of Rs..... [amount of guarantee].....(in words). We undertaken to pay you, upon your first written demand and without cavil or argument, a sum within the ,limits of

[amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein to the above beneficiary bank account.

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

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

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

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



