



Standard Bidding Document



**Office of the Superintending Engineer,
P & RD Dept. & WBSRDA, North Bengal Circle
RRNMU Building, 3rd Floor
Club Road, Near King Saheber Ghat, Ward No.-08
Jalpaiguri-735101**



Government of West Bengal
Office of the Superintending Engineer
WBSRDA, P&RD Deptt., North Bengal Circle
RRNMU Building (3rd Floor), Club road, Near Kingsaheber Ghat
Ward No- 08, Jalpaiguri-735101
email: Superintending.engineer.nbc@gmail.com

Memo No: 2735/SE(NBC)/25-26

Date. 02.01.2026

NOTICE INVITING PRE-QUALIFICATION - CUM – TENDER
(TWO COVER SYSTEM) (E-Procurement)
e-NIT No: 11 of 2025-26

For and on behalf of Governor of West Bengal, Superintending Engineer (P&RD), North Bengal Circle, invites e-Tender in percentage rates for each of the following S.D.R.F. works in two cover systems. 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 (<https://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 40% 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 <https://wbtenders.gov.in>

Table- 1: List of Works

Sl. No.	District	Block	Name of the Work	Length (KM)	Amount of Construction Cost put to Tender (Rs.)	Earnest Money/ Bid Security (Rs.)	Completion Time (Months)	Defect Liability Period
1	DARJEELING (SMP)	MATIGARA	ROAD FROM T-07 DEVIDANGI TO PALASH BUSTY	5.13	1,79,23,022.00	3,58,460.00	02 MONTHS	1 YEARS
2			ROAD FROM KHOKLAJOTE TO DHUKURIA UNDER PATHARGHATA G.P.	3.5	1,16,48,441.00	2,32,969.00	02 MONTHS	1 YEARS
3			ROAD FROM T-07 (MILAN MORE) TO MAHATRAM	6.095	2,15,51,307.00	4,31,026.00	02 MONTHS	5 YEARS

Intending bidders may download tender documents from e-procurement portal of our website: <https://wbtenders.gov.in> from **03.01.2026 at 09:00 Hours to 27.01.2026 (up to 09:00 Hours)**. The pre-qualification bid documents duly filled and digitally signed in all respect may be submitted online before **09:00 Hours (as per server clock) on - 27.01.2026**.

- 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 Deposit (EMD) shall be deposited by online mode only** following memorandum of the Finance Department Audit Branch Memo No. 3975- F(Y) dated. 28.07.2016 (GRIPS) as reproduced below:
- **Exemption of EMD will be applicable to:**
Labour Co-operative Societies, as per Order No. 815-F(Y) dated 23/02/2023.
The following **Government Undertaking**, as per Order No. 6417-F(Y) dated 26/08/2015:
 - A) Mackintosh Burn Limited
 - B) Britannia Engineering Limited
 - C) Westinghouse Saxby Farmer Limited

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender Fees for that tender by selecting from either of the following payments 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 in any Bank.

2. 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.

3. 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-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective Bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the 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 the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the L1 bidder accepts 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 by 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 for tender of State Government offices will automatically get transferred from the pooling account to the State Government deposit head 1/8443-0 -103-001-07" through GRIPS along with the bank particulars of the L1 bidder.
 - b) EMD of the L1 bidder for 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 the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updating.
- vii. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head 1/0070-60- 800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc. tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payments of EMD & Tender Fees (if any) were initiated.

Earnest Money Deposited through any other mode shall render the bid invalid as per Government of West Bengal, Finance (Audit) Department Memo No. 2365-F(Y) dated 12/04/2018.

- The pre-qualification (Technical Bids) documents will be opened on **29.01.2026 at 10:00 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 following which there will be a period of **02 (TWO) days** during which any bidder may submit **complaint** which shall be considered for resolution before opening the financial bid.
- 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) 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.
- **Security Deposit**
- **As per Order No. 5784-PW/L&A/2M-175/2017, Dated: 12.09.2017: -**
 - **For work with one year Defect Liability Period:-**
 - (i) **Full** security deposit shall be refunded to the contractor on expiry of **one year** from the actual date of completion of the work.
 - **For work with three years Defect Liability Period:-**
 - i) **30%** of the security deposit shall be refunded to the contractor on expiry of **two years** from the actual date of completion of the work;
 - ii) The balance **70%** of the security deposit shall be refunded to the contractor on expiry of **three years** from the actual date of completion of the work;
 - **For work with five years Defect Liability Period:-**
 - i) **No** security deposit shall be refunded to the contractor for 1st 3 years from the actual date of completion of the work;
 - ii) **30%** of the security deposit shall be refunded to the contractor on expiry of **four years** from the actual date of completion of the work;
 - iii) The balance **70%** of the security deposit shall be refunded to the contractor on expiry of **five years** from the actual date of completion of the work;

- 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 year) (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 the 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. **(Bid capacity will be calculated for work valued more than 1Cr.)**
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. Proposal for sub-contracting is not allowed
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 or Rs 10.00 Lakhs whichever is lower **(Clause No 1 1.1 of GCC of Form No 2911)**

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 next 05(Five) years after the completion of the construction if any work is required for routine maintenance beyond scheduled provisions, if any, 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: -

SI No.	Particulars		Date	Time
1	Published Date		02.01.2026	18:00 (as per Server Clock)
2	Documents Download / Sale Start Date	From	03.01.2026	09:00 (as per Server Clock)
3	Documents Download / Sale End Date	Up to	27.01.2026	09:00 (as per Server Clock)
4	Bid Submission Start Date	From	03.01.2026	09:00 (as per Server Clock)
5	Bid Submission End Date	Up to	27.01.2026	09:00 (as per Server Clock)
6	Bid Opening Date (Technical)		29.01.2026	10:00 (as per Server Clock)
7	Pre-Bid Meeting	07.01.2026		12:00 Hours
	Place of Pre-Bid Meeting	Venue: <u>Office of the Superintending Engineer, P&RD Dept, North Bengal Circle, Government of West Bengal, RRNMU Building (3rd Floor), Ward No-08, Near King Saheber Ghat, Jalpaiguri-735101</u>		
8	Bid Opening Date (Financial)	After Evaluation of technical Bid		
9	Place of Opening Bid	<u>Office of the Superintending Engineer, P&RD Dept, North Bengal Circle, Government of West Bengal, RRNMU Building (3rd Floor), Ward No-08, Near King Saheber Ghat, Jalpaiguri-735101</u>		
10	Officer Inviting Bid	<u>Superintending Engineer, P&RD Dept, North Bengal Circle, Government of West Bengal</u>		
11	Last Date of Bid Validity	120 days from the date of opening of Financial Bid		

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://>**
1. Copy of Earnest money deposit challan with clearly written UTR/Txn number
 2. GST registration certificate (GSTIN)
 3. Pan card (IT)
 4. Trade license (latest valid)
 5. Income tax return for last 5 years
 6. Professional Tax registration certificate
 7. Valid Registration Certificate with EPF Organization under EPF and Misc. Provision Act 1952
 8. 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**) reports submitted beyond 1st July 2019.
 9. Payment certificates (Signed by Competent Authority) to be uploaded in support of Turnover. Form 26AS will also be considered for determination of Turnover and Bid Capacity Calculations subject to verification by Department in presence of the bidder/his representative. 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 **40% of the amount put to tender** of the proposed contract within the last 5 years from the date of publication of this NIT.
List of machineries possessed by own/arranged through lease deed along with authenticated copy of invoice/challan as per ITB. (**For work valued more than 1 Cr.**)
 11. List of ongoing works in hand and the Physical and financial progress of those works as per **Annexure-C. (For work valued more than 1 Cr.)**
 12. Scanned copy of Bid Capacity calculation in his/her own letter head. (Calculation to be done as prescribed **annexure -B). (For work valued more than 1 Cr.)**
 13. Necessary Laboratory equipment leased or own along with authenticated copy of invoice/challan as per ITB
 14. Tender form and NIT with all addendum and corrigendum to be uploaded will be (download and digitally signed. Quoting rate will only be encrypted in the B.O.Q under financial bid. In case quoting any rate in printed tender form, the tender will be summarily rejected)
 15. Special terms and conditions and specifications of work.
 16. Partnership firm shall furnish **partnership deed** and company shall furnish the Article of Association and Memorandum.
 17. The registered cooperative societies should submit the registration certificate.
 18. Power of attorney (in case of Partnership firm /Registered Co-Operative Society/Company) to be uploaded.
 19. 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.**
 20. Bank Credit Certificate of 10% of the Amount put to tender should be provided as per format. (Format Attached as **annexure D). (For work valued more than 1 Cr.)**
 21. 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.**
 22. 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.
 23. Work program in terms of bar chart to be submitted. (**For work valued more than 1 Cr.**)
 24. Others (if any)

B. Bare Minimum requirements of machineries is as follows.

This list is only indicative. The bidder shall have to arrange for every necessary machinery, tools & plants for the intended job as per specification laid in the SOQ.

<i>SL No.</i>	<i>Name of equipment</i>	<i>Required quantity for Package value Up to 5 Cr.</i>
<i>1</i>	<i>Mobile Hot Mix Plant 6-10 Ton Capacity / Spot Mix plant / (For work with Bituminous approach)</i>	<i>1</i>
<i>2</i>	<i>Concrete Mixture Machine</i>	<i>1</i>
<i>3</i>	<i>Excavator cum Loader</i>	<i>1</i>
<i>4</i>	<i>Static Roller (8-10 ton)</i>	<i>1</i>
<i>5</i>	<i>Needle Vibrator</i>	<i>2 set</i>

C. Bare Minimum requirements of laboratory equipments 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 the 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>Rebound Hammer</i>	<i>1</i>
<i>2</i>	<i>IS Sieve Sets</i>	<i>1</i>
<i>3</i>	<i>Cube Mold</i>	<i>3 set</i>
<i>4</i>	<i>Digital Balance 25Kg</i>	<i>1</i>
<i>5</i>	<i>Slump Cone</i>	<i>1</i>

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

The Technical Personnel are:

Technical Personnel	Number	Experience
A. Degree Holder in Civil Engineering/Experienced Diploma Holder in Civil Engineering	One/ One or more as per requirement	Experience 3 (three) yrs./ 10 (ten) years in construction
B. Diploma Holder in Civil Engineering	1 no	3 (three) yrs. Experience
C. Supervisor	1 no	4 (four) yrs. Experience

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 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.
- There will be no price preference to any bidder.
- Bid of any Black listed bidder will be rejected.
- No interest claim will be admissible during refund of earnest money and security deposit.
- The awarded work will be inspected at regular intervals by the SE/EE/AE or any higher authority.
- 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 under RIDF.
- 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.
- 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) 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, Failure to maintain the quality of work, 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.
 - iv) It is observed over the time that numbers of ATR (graded U & SRI in NQM inspection) are lying

pending for compliance and most of the cases the agencies are found reluctant in taking measures in necessary rectification. Under these circumstances it is hereby decided by the competent authority, as per advise of the Departmental Tender Committee that the contractors/agencies not taking action to rectify the defects at site following specification towards compliance of ATR within two months, will be considered as 'Poor Performer'. It will lead toward disqualification in further participation in any tender as per SBD and that will continue till acceptance of the rectification by the Chief Engineer with the recommendation of SQC and Executive Engineer of the concerned division along with approval from Debarment Committee.

- 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**:
- **Labour license**: The contractor has to obtain labour license from the office of Labour Commissioner of the concerned district in which the location/Site of the work falls under the provision of **West Bengal Contract Labour (Regulation and Abolition rules 1972)** and a copy of the said license has to be submitted to this office within 30 days of the issuance of Work order failing which the undersigned will in no case be held responsible for any action initiated by labour department. The under signed being the principal employer for the work, will however issue a certificate in prescribed proforma of labour department in form V for doing the needful by the labour commissioner.
- 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**
- **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.
- The Contractor at his cost shall provide, in the joint names of the Employer (Executive Engineer) and the Contractor, insurance cover (**Contractor All Risk Insurance, CAR**) of the Work from the start date of work to the end date of successful completion of the work.
- **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.
 - a. Notice to Proceed with the works;
 - b. Letter of acceptance;
 - c. Notice Inviting Tender
 - d. Special Conditions of Contract and General Conditions of Contract
 - e. Specifications;
 - f. Drawings;
 - g. Bill of Quantities; and
 - h. Any other document listed in the Contract Data as forming part of the Contract.

Sd/-
Superintending Engineer
WBSRDA, P&RD Dept, North Bengal Circle
Jalpaiguri

Copy forwarded for kind information and wide publication to:-

1. The Hon'ble Sabhadhipati, Siliguri Mahakuma Parishad.
2. Sri Shekhar Sen, Special Secretary to the Govt. of West Bengal, P&RD Dept. (HQ).
3. Sri D. J. Majumder, Chief Engineer, P&RD Dept. North Zone, Jalpaiguri.
4. Sri S. Bandhopadhyaya, Sr. Deputy Secretary to the Govt. of West Bengal, P&RD Dept. (HQ).
5. Financial Advisor, Govt. of West Bengal, P&RD Dept. (HQ).
6. Superintending Engineer, RRNMU Barasat Circle/ RRNMU Malda Circle/ RRNMU Bardhaman Circle/RRNMU Paschim Medinipur Circle/SQC/HQ/Maintenance/Bridge.
7. The District Magistrate, Darjeeling District & Executive Officer, Siliguri Mahakuma Parishad.
8. The Additional Executive Officer, Siliguri Mahakuma Parishad.
9. The Executive Engineer, WBSRDA, Siliguri Division.
10. The Executive Engineer, WBSRDA, Jalpaiguri Division.
11. The District Engineer, Siliguri Mahakuma Parishad.
12. The Financial Controller & CAO, Siliguri Mahakuma Parishad.
13. The Finance Officer, WBSRDA, Siliguri Division.
14. PS to Secretary to the Govt. of West Bengal, P&RD Dept. (HQ).
15. District Information and Cultural Officer, Darjeeling District
16. The MIS Cell, they are requested to upload the Tender Notice in the Department's website.
17. The DIO, NIC, Darjeeling, with a request to publish the notice in the district website.
18. The LDA, WBSRDA, Jalpaiguri Division
19. Office Notice Board.

Sd/-
Superintending Engineer
WBSRDA, P&RD Dept, North Bengal Circle
Jalpaiguri

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 SE/EE/DE/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.

ANNEXURE-B

(For work valued more than 1 Cr.)

$$\text{Assessed Available Bid capacity} = (A * N * M - B)$$

Where,

A = Maximum value of civil engineering works executed in any one year during the last five years (updated to the price level of the last year at the rate of 8 percent simple interest a year) taking into account the completed as well as works in progress.

N = 1, if Completion time is more than 6 months , N=0.5 if completion time is less than equal to six months.

M = 3

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

ANNEXURE-C

(For work valued more than 1 Cr.)

Information on Bid Capacity as on the date of this bid.

a) Existing commitments and on-going works

Description of Work	Place & State	Contract No & date	Name of Address of employer	Value o contract (Rs. In Lakh)	Stipulated period of completion	Value of works remaining to be completed (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

ANNEXURE-D

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

(For work valued more than 1 Cr.)

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

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 not withstanding 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, shall, in anyway, release us from any liability under this guarantee and we hereby waive notice of any such change , addition or modification.

We, (indicate the name of the bank & branch) also undertake not to revoke this guarantee except with your prior written consent.

The Guarantee shall be valid up to It comes into force with immediate effect and shall remain in force and valid for a period of **One year and Six months** (Construction period claim period of six months). Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.(Rs.....) and unless a claim in writing is lodged with us within the validity period of this Guarantee, i.e. up to , all our liabilities under this Guarantee shall cease to exist.

Signed and Sealed this

day of 20.....at

SIGNED, SEALD AND DELIVERED
For and on behalf of the BANK by

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES :

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

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

.....END.....