

WEST BENGAL STATE RURAL DEVELOPMENT AGENCY

(An Agency under Panchayat & Rural Development Department, Govt. of West Bengal)

Block-HC/7, Sector-III, Salt Lake City, Kolkata-700106

Request for Proposal

Error correction and data finalisation of Utility & DRRP data

For last mile connectivity in West Bengal

September 2025

SECTION 1

WEST BENGAL STATE RURAL DEVELOPMENT AGENCY (WBSRDA)

**JOINT ADMINISTRATIVE BUILDING (6TH FLOOR)
BLOCK-HC/7, SECTOR-III, SALT LAKE CITY, KOLKATA-700106**

Request for Proposal

RFP No. 01/SRDA/N-1/2025-26/HQ

No. 2327/WBSRDA/2E-000/2025

Dated: 14.10.2025

The Executive Engineer, West Bengal State Rural Development Agency on behalf of West Bengal State Rural Development Agency invites Request for Proposal (RFP) from reputed bonafide agency/vendor for **"Error correction and data finalisation of Utility & DRRP data for last mile connectivity in West Bengal."** The agency/vendor should have adequate experience of similar nature of work to other Government Departments/PSUs who specifically involved in such execution and analysis.

Sl. No	Name of Work	Earnest Money (Rs.)	Cost of Documents (Rs.)	Period of completion	Eligibility of Bidder
1.	Error correction and data finalisation of Utility & DRRP data for last mile connectivity in West Bengal	50000/-	Nil	a) The Objective of this Project is to identify the different types of errors in the DRRP database (Line layer) and rectify the errors b) Identification of different types of errors in the Utility database (Point layer) and rectify the errors c) Universalization of nomenclature of the DRRP and Utility layer d) Duration: 1 month	Bonafide, resourceful and reliable experienced Agency/Vendor eligible through pre-qualification

Outline Scope of Work :-

The tentative scope of GIS consultant may include but not to be limited the following main tasks containing to the preparation of GIS data in .shp & .kml format as per GIS Data standard provided herewith.

Schedule of Services:-

- a) Identification of the topological errors in the DRRP (Line) layer and rectify the same
- b) Block to block edge matching of the DRRP data
- c) Mosaicing of the DRRP layer
- d) Creation of uniform attribute table for the DRRP layer
- e) Removal of duplicate utility points from the Utility layer
- f) Creation of uniform attribute table for the Utility layer

Deliverables:

- Final DRRP layer (for state, district and block separately) in .shp & .kml file format.
- Final Utility layer (for state, district and block separately) in .shp & .kml file format.
- Excel sheet of the DRRP layer (for state only).
- Excel sheet of the Utility layer (for state only).

The work is to be undertaken in 345 nos. of blocks in 23 districts.

Technical Specification of the GIS Data

- 1. DATA FORMAT:** GIS layers should be provided in shape (.shp) & .kml format.
- 2. PROJECTION:** All GIS layers should be provided in and Geographic lat-long projection and in WGS84 datum only.

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Bidder Eligibility Criteria:

Sr. No	Qualification Criteria	Documents to be attached
1	The bidder should be registered under the Companies Act, 1956 and should be in related field (GIS mapping) for at least 3 years.	<ul style="list-style-type: none"> • A copy of "Certificate of Incorporation" of the company • Work Order with Completion certificate confirming year and area of activity.
2	Permanent Account Number (PAN) , Goods and Services Tax (GST) of the bidder	<ul style="list-style-type: none"> • Copy of PAN card of the bidder • GST Number
3	The Bidder should not be under a Declaration of Ineligibility for corrupt or fraudulent practices or should not be blacklisted.	<ul style="list-style-type: none"> • Self-declaration in Letter Head
4	The bidder should have average annual turnover of at least Rs. 50 lakh for last three financial years FY 21-22, FY 22-23, FY 23-24	Audited Balance sheet and Profit & Loss account statement of the Bidder for last three financial years FY 21-22, FY 22-23, FY 23-24
5	Permanent office premises anywhere in West Bengal with GIS infrastructure	<ul style="list-style-type: none"> • Address proof • Self-Declaration of office infrastructure with in West Bengal
6	Experience in at least 1 (one) DRRP related GIS projects in Government / Public Sector Undertakings in last 3 years with value not less than 4 lakh	<ul style="list-style-type: none"> • Work Order and Completion certificate
7	Authorized Signatory of the Bid	<ul style="list-style-type: none"> • Power of Attorney, in the name of person signing the Bid, authorizing him to submit / execute this agreement as a binding document.

The selection of Successful Bidders shall be made on the basis given as follows:

- a) The initial short listing of the Bidders will be made on the basis of marks (**at least 70% marks need to be assured in Stage-I for further process**).

This process denoted as Stage-I :

Sl. No.	Criteria	Parameter	Maximum Marks	Category	Supporting Documents
A	Company Turnover	Average Annual Turnover in last three financial year (2021-22, FY-2022-23, FY-2023-24)	30	<=30 lacs (20 Marks)	Audited Balance sheets of 2021-22, FY-2022-23, FY-2023-24
				> 30 lacs to <=50 lacs (25 Marks)	
				> 50 lacs (30 Marks)	
B	Experience in similar type of DRRP related work	The bidder should have successfully executed Similar GIS based database development experience in at least one project for any Govt. Departments/PSU in India.	10	<=30 lacs (6 Marks)	Completion issued by client/competent authority
				> 30 lacs to <=50 lacs (8 Marks)	
				> 50 lacs (10 Marks)	
C	Presentation	Technical Presentation of the Proposed System with Solution Proposed and Demonstration of understanding of the Organization's requirements etc., online Demo of Solution.	60	Bidder's Understanding of the Project requirements on TOR	

- b) The Successful Bidders who will fulfil the Stage-I will be selected for financial evaluation. This process denoted as Stage-II.
- c) After opening the financial bid of the Qualified Bidders in stage-II, the financial evaluation shall be made.
- d) Intending bidders may download tender documents from e-procurement portal of our website: <https://wbtenders.gov.in> from -15/10/2025 17:00 Hours to -07/11/2025 (up to 16:00 Hours). The pre-qualification bid documents duly filled and digitally signed in all respect may be submitted online before 17:00 hrs (as per server clock) on --07/11/2025.

- 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.

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- **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:

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](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 Fee 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 0 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 0 which information on rejection of bid is uploaded to the e-Procurement portal y 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 –

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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 generated on successful entry in GRIPS with the E-Procurement portal for updation.

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 -10/11/2025 at 12:00 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 (H.Q) & ITNO office to execute the formal agreement.**

The authority reserve all rights to accept or reject any offer without assigning any reason what so ever.

B) List of Important Dates of Bids: -

Sl No.	Particulars		Date	Time
1	Published Date	On	15/10/2025	17:00 Hrs.
2	Documents Download / Sale Start Date	From	15/10/2025	17:00 Hrs. (as per Server Clock)
3	Documents Download / Sale End Date	To	07/11/2025	16:00 Hrs. (as per Server Clock)
4	Bid Submission Start Date	From	15/10/2025	17:00Hrs. (as per Server Clock)
5	Bid Submission End Date	To	07/11/2025	17:00Hrs. (as per Server Clock)
6	Pre-Bid Meeting	On	29/10/2025	12:00 Hrs.
	Place of Pre-Bid Meeting	Office of the Executive Engineer (H.Q) & ITNO, Panchayats and Rural Development Department, Government of West Bengal, Joint Administrative Building, Sector III, Salt Lake, Kolkata 700106		
7	Bid Opening Date (Technical)	On	10/11/2025	12:00 Hrs. (as per Server Clock)
8	Bid Opening Date (Financial)		After Evaluation of technical Bid	
9	Place of Opening Bid	Office of the Executive Engineer (H.Q) & ITNO, Panchayats and Rural Development Department, Government of West Bengal, Joint Administrative Building, Sector III, Salt Lake, Kolkata 700106		

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Sl No.	Particulars		Date	Time
10	Officer Inviting Bid			Office of the Executive Engineer (H.Q) & ITNO, Panchayats and Rural Development Department, Government of West Bengal, Joint Administrative Building, Sector III, Salt Lake, Kolkata 700106
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.

16.1 Submission of tender: If there is any deficiency in the submitted/uploaded documents as stipulated in the clauses the tender will summarily be rejected.

General Process of Submission:

Tenders are to be submitted online through the website <https://wbenders.gov.in>. Bidders are required to upload all the tender documents/forms/annexures along with the other documents, filled in strictly as per formats as asked for in the tender. Tenders are to be submitted in two folders- one is Technical proposal and other is Financial Proposal. The Bidder shall carefully go through the documents and prepare/download the required documents/forms/annexures and upload the scanned documents/filled in forms/annexures in Potable Documents Format (PDF) to the portal in the designated locations of Technical Bid along with the Price Bid Sheet of BOQ duly filled in the rates of items in the designated Cell after downloading the same.

16.2 Technical Proposal

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in two folders.

16.2.1 Statutory Cover

A. Contents of "Drafts" folder

- i. Bid Security (EMD): Copy of Bid Security (EMD) Document.
- ii. Power of Attorney: Scan Copy

B. Contents of "Annexure" folder

- i. Bid Proposal: Annexure-I
- ii. Other Annexure (Annexure-II: LOA; Annexure-III: Issue of Notice to Proceed with the Work; Annexure-IV: Standard form of Agreement)

- C. Contents of "NIT" Folder
 - i. Unconditional Bank Guarantee
 - ii. Mandatory Condition: Form-I & Form II
 - ii. Format for the Affidavit

Only downloaded copies of the relevant documents are to be uploaded and digitally signed by the bidder.

16.2.2 Non-Statutory Cover (My Document)

A. Company Details: Copy of the following documents:

- I. Registration Certificate of the company
- II. PAN Card.
- III. GST registration certificate.
- IV. Details of Technical Manpower as follows :
 - a) Project co-ordinator,
 - b) Project Manager,
 - c) GIS Experts

B. Other Documents as declared in Form –I of Mandatory condition

16.3 Financial Proposal: Bill of Quantities (BOQ):

The bidder shall quote the rate in the space marked for quoting rate in the Price Bid Sheet of the downloaded BOQ file. **There is no provision of escalation of price during the contract period.**

17. Validity of Tender:

The offer against tender shall remain valid for a minimum period of 90 days from the date of opening of the price bid document. However, WBSRDA may, on the merit of case, request for extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

18. Opening and evaluation of tender:

19.1 Technical Proposal:

19.1.1 **Technical proposals for those bidders whose Bid Security (EMD) have been received will only be opened.**

19.1.2 While evaluation, the Tender Inviting Authority may summon of the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

19.2 Financial Proposal:

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- 19.2.1 Financial proposals of the bidders, who are technically eligible, will only be opened. Date of opening of financial bid will be intimated to such qualified bidders through web portal.
- 19.2.2 After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.
- 19.2.3 For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.
- 19.2.4 WBSRDA may ask any of the bidders to submit analysis to justify the rate quoted by that bidder.
20. **Taxes, Duties and other levies:** No custom duty will be paid by WBSRDA, GST will be paid as per prevailing rate.
21. **Time Schedule:** The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract for submission of the entire database in work order to be issued from WBSRDA mandatorily within 30 days from the date of the issuance of the work order.
22. **Right to reject Bids:** WBSRDA reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSRDA's action.
23. **Mandatory Condition:** The bidder shall provide documentary evidence satisfactory & acceptable to WBSRDA to establish that they have the requisite credential, capability and experience to handle the contract and meet requirements of all the Mandatory Conditions indicated in Form-I.
24. **Sub-Letting of Contract:** Under no circumstances the selected bidder shall assign or sub-let this contract or any substantial part thereof.
25. **Settlement of Disputes:** In case of any dispute arising out the contract, the same should be settled through meeting between the WBSRDA and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of High Court at Kolkata only.
26. **Issue of LOA:** WBSRDA will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily WBSRDA shall be the sole judge in this regard.
27. **Acceptance of LOA:** The successful bidder shall submit written unconditional acceptance of LOA within 7 (seven) days from date of issue of the LOA. Submission of conditional acceptance of LOA shall be treated as non-compliance of this clause.

Date of Acceptance of LOA (Letter of Award) shall be considered as zero date.

28. **Subcontracting:** Subcontracting is not allowed.
29. **Personnel:** The Contractor shall ensure that the personnel engaged by it in the performance of its obligations under this Contract are at all times appropriately qualified, skilled and experienced in their respective functions.
- If the Employer asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Works in the Contract. The Contractor shall then appoint (or cause to be appointed) a replacement.
30. **Disqualification of Vendors:** Adverse report / remark on entire service against the order from WBSRDA may disqualify the candidature of the vendor at any point of time.
31. **Power of attorney:** To be qualified for evaluation and finalization of NIT, intending agency shall submit a written power of attorney on a non judicial stamp of Rs. 10/- authorizing the signatory of the NIT to act on behalf of the NIT.
32. **Communication:** The successful bidder, for communicating with WBSRDA, for this job may use the following modes.

FAX No.

Telephone No.

E-mail ID:



14.10.25

Executive Engineer (H.Q),
West Bengal State Rural Development Agency
HC-7 Bidhan Nagar 6th. Floor, Kolkata-700106

**Quantities for Financial Proposal (to be Submitted Online only)
(Price inclusive of all taxes & duties of all the items and Services)**

Sl. No.	Description	Quantity	Rate Basis	Rate (in INR)	Amount With GST
1	Identification of the topological errors in the DRRP (Line) layer and rectify the same Block to block edge matching of the DRRP data Mosaicing of the DRRP layer Creation of uniform attribute table for the DRRP layer Removal of duplicate utility points from the Utility layer Creation of uniform attribute table for the Utility layer	1	Per block		

**SECTION: II
General Conditions of Contract [GCC]**

GCC.1 General Terms:

- GCC.1.1.** The WBSRDA reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.
- GCC.1.2.** Information relating to the examination, evaluation, comparison, and post qualification of NIT, and recommendation shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract award.
- GCC.1.3.** Any attempt by participating agency to influence the NIT authority or other officials in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of his bid.
- GCC.1.4.** From the time of bid opening to the time of Contract award, if any bidder wishes to contact the authority publishing NIT on any matter related to the bidding process, they are allowed to do so in writing.

- GCC.1.5.** Necessary PBG (Performance Bank guarantee) shall have to be deposited by the agency as performance security after getting the award of work.
- GCC.1.6.** Liquidated damage as per details to be provided in NIT shall be applicable in case of non-performance.
- GCC.1.7.** Legal jurisdiction for any arbitration would be within The Calcutta High Court only.
- GCC.1.8.** The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost and effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.
- GCC.1.9.** The agency shall nominate a person as single point of contact who shall liaison with the Nodal officer of WBSRDA.
- GCC.2. Force Majeure:** Bidder shall have no liability if prevented from carrying out obligations under the orders by reasons of war, invasion, foreign hostilities, war declared, riot, civil commotion, mutiny, fire, Govt. orders and/or restrictions or any other cause beyond the reasonable control of Bidder. However, such force-majeure circumstances are to be intimated immediately and to be established subsequently with appropriate documents/proofs to the entire satisfaction of WBSRDA.
- GCC.2. Contractor's Risks:** All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract.
- GCC3. 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:
- (a) loss of or damage to Equipment;
 - (b) loss of or damage to property in connection with the Contract; and Personal injury or death.
- GCC4. Safety:** The Contractor shall be responsible for the safety of all activities on the Site.
- GCC5. Instructions:** The Contractor shall carry out all instructions of the Engineer, which comply with the applicable laws where the Site is located.
- CGC6. Dispute Redressal System:** If any dispute or difference of any kind what-so-ever shall arise in connection with or arising out of this Contract or the execution of Works, whether before its commencement or during the progress of Works or after the termination, abandonment or

breach of the Contract, it shall, in the first instance, be referred for settlement to the competent authority within 45 days of arising of the dispute or difference, described along with their powers in the Contract Data, above the rank of the Executive Engineer. The competent authority shall, within a period of forty-five days after being requested in writing by the Contractor to do so, convey his decision to the Contractor. Such decision in respect of every matter so referred shall, subject to review as hereinafter provided, be final and binding upon the Contractor. In case the Works is already in progress, the Contractor shall proceed with the execution of the Works, including maintenance thereof, pending receipt of the decision of the competent authority as aforesaid, with all due diligence.

Either party will have the right of appeal, against the decision of the competent authority, to the Standing Empowered Committee within 90 days of decision of the competent authority if the amount appealed against exceeds 0.20 (zero point two zero) percent of the initial contract price.

The composition of the Empowered Standing Committee will be:

- I. One official member, Chairman of the Standing Empowered Committee, not below the rank of Additional Secretary to the State Government;
- II. One official member not below the rank of Chief Engineer; and One non-official member who will be technical expert of Chief Engineer's or Superintending Engineer's level selected by the Contractor from a panel of three persons given to him by the Employer.

The Contractor and the Employer will be entitled to present their case in writing duly supported by documents. If so requested, the Standing Empowered Committee may allow one opportunity to the Contractor and the Employer for oral arguments for a specified period. The Empowered Committee shall give its decision within a period of ninety days from the date of appeal, failing which the Contractor can approach the appropriate court for the resolution of the dispute.

The decision of the Standing Empowered Committee will be binding on the Employer for payment of claims up to five percent of the Initial Contract Price. The Contractor can accept and receive payment after signing as "in full and final settlement of all claims". If he does not accept the decision, he is not barred from approaching the courts. Similarly, if the Employer does not accept the decision of the Standing Empowered Committee above the limit of 5% (five percent) of the Initial Contract Price, he will be free to approach the courts applicable under the law.

GCC.3 Performance Guarantee:

GCC.3.1. As contract security, the successful bidder has to furnish a performance guarantee on 10% of Contract Value in the form of Bank Guarantee on non-judicial stamp paper of Rs. 100/- by any Schedule Bank in India. The performance Security Deposit is liable to be encashed in case of noncompliance to the LOA or failure to undertake satisfactory execution up to 6 months from the completion of the total work. The Performance Guarantee shall be submitted within ten days (10) from the date of issue of LOA. Validity of BG will be 6 months from the date of acceptance of deliverables and claim period will be further 3 months if necessary.

GCC.3.2.Address of Submission:

The Executive Engineer, WBSRDA (H.Q.)
Panchayats and Rural Development Department
Govt. of West Bengal,
Joint Administrative Building (Floor-6A),
Block-HC-7, Sector-III, Bidhannagar,
Kolkata – 700106.

GCC.4. Arbitration & Legal jurisdiction:

GCC.4.1. During execution of this contract, if any dispute arises thereby, shall be settling amicably between WBSRDA and bidder to the extent possible.

GCC.4.2. The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of High Court at Kolkata only.

GCC.5. Liquidated damage: The timely completion of entire project including handing over the system to WBSRDA as per “Time schedule” Clause is the basic consideration and essence of the contract and WBSRDA. Reserves the right to repudiate the contract if the successful bidder fails to complete the work within stipulated period for completion. However, the ordering authority may at his discretion waive this condition with imposition of liquidated damage indicated herein below.

GCC.5.1. Delay in implementation of the project: If the successful bidder fails to complete the work within the stipulated time as stated a L.D. at the rate of 1% of the contract value per week of delay or part thereof subject to a maximum of 10% of contract value of project cost shall be imposed on the successful bidder. The work will be treated as finished only when all the deliverables are submitted and accepted accordingly by the competent authority. L.D. if applicable will be recovered from any outstanding bills.

GCC.6. Submission of bills for payment: All the bills in triplicate with relevant papers, documents are to be submitted to the WBSRDA.

GCC.7. Terms of Payment: No advance payment will be made against this order in any circumstances for turn-key implementation of entire project.

GCC.7.1. Payment on trouble free operation: Bill amount will be paid after successful completion of the total work, subject to acceptance of the data by the competent authority.

GCC.8. Contract Period: Bidder shall provide necessary service for a period of 6 (Six) months from the date of issue of work order.

GCC.9. Risk Purchase / Performance: If the vendor fails to complete the job, WBSRDA shall be entitled to execute the job through the best and nearest substitute available.

GCC.10. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT:

GCC.10.1. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract award.

GCC.10.2. Any attempt by a bidder to influence the tendering authority or other officials in the examination evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of his bid.

GCC.10.3. From the time of bid opening to the time of Contract award, if any bidder wishes to contact the tendering authority on any matter related to the bidding process, he is allowed to do so in writing.

GCC.10.4. All information related to scope of work and available asset of party without prior written consent of WBSRDA is strictly confidential and will not disclose it to any third party without prior written consent WBSRDA. The contractor shall have to enter into a Contract Agreement within 10 (ten) days from date of issuance of Letter of Acceptance (LOA) with West Bengal State Rural Development Department (WBSRDA) for the proper fulfilment of the contract as per prescribed proforma.

GCC.10.5. All materials provided to the Purchaser by bidder are subject to Country and West Bengal Public disclosure laws such as RTI etc.

GCC.10.6. The supplier's Team shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the Purchaser first gives the Supplier its written consent.

GCC.11. Cancellation/Termination of Order:

WBSRDA shall have the right to repudiate the contract for the following causes and may also lead to cancellation of LOA.

GCC.11.1. Non acceptance of LOA as per "Acceptance" clause.

GCC.11.2. Non submission of Performance BG within time.

GCC.11.3. If failed to submit the deliverables within the stipulated time period.

GCC.11.4. In each above cases 15 days termination notice shall be issued prior to termination of LOA/Agreement.

Error correction and data finalisation of Utility & DRRP data for last mile connectivity in West Bengal

Beside the above-mentioned terms and conditions, the Terms & Conditions will be followed as per Form No 2911, Govt. Of West Bengal (TENDER AND CONTRACT FOR WORKS, GENERAL RULES AND DIRECTIONS FOR GUIDANCE OF BIDDERS/CONTRACTORS).



Executive Engineer (HQ)
West Bengal State Rural Development Agency
Block-HC/7, Salt Lake City, 6th Floor, Kolkata-700106

No. 2327/1(6)/WBSRDA/2E-000/2025-26

Dated: -14/10/2025

Copy forwarded for kind information and wide publication to: -

1. The Special Secretary to the Govt. of West Bengal, P&RD Deptt. & ACEO, WBSRDA
2. The Chief Engineer, (All) P&RD Deptt, Govt. of West Bengal
3. The Superintending Engineer, (All) P&RD Deptt, Govt. of West Bengal
4. PA to the Secretary, P&RD Deptt., Govt. of West Bengal
5. IT cell, P & RD Department for putting in Departmental website.
6. Office Notice Board.



Executive Engineer (HQ)
West Bengal State Rural Development Agency
Block-HC/7, Salt Lake City, 6th Floor, Kolkata-700106

ANNEXURE-I

West Bengal State Rural Development Agency

Tender Notice No..... Dated.....

BID PROPOSAL

Form

Bidder's Name and Address :

Contact person :

Designation :

Telephone No. (Land Line & mobile) :

Fax :

Tender Reference :

To
The Executive Engineer,
WBSRDA (H.Q)
P&RD Department,
Govt. of West Bengal
Joint Administrative Building (6th Floor),
Block-HC/7, Sector-III, Bidhannagar,
Kolkata – 700 106
Phone No.033-2334-6162

Sub: Selection of Agency for error correction and data finalisation of Utility & DRRP data for last mile connectivity in West Bengal

Dear Sir,

1. We the undersigned Bidder/(s), having read and examined in details the specifications and other documents of the subject Tender, do hereby proposed to execute the contract as per specification as set forth in your Bid-Document.

2. PRICES AND VALIDITY :

- 2.1.The ex-works prices of all items/equipments and rate of erection, commissioning etc. stated in the bid are FIRM during the entire period of contract irrespective of date of completion and not subject to any price adjustment as per in line with the Bidding

Documents. All prices and other terms and conditions of this proposal are valid for a period of 180 (one hundred and eighty) days from the date of opening of the price bids. We further declare that prices stated in our proposal are in accordance with your bidding.

2.2. We confirm that our bid prices include all other taxes and duties and levies.

2.3. No custom duty will be paid by WBSRDA, GST will be paid as per prevailing rate.

3. BID GUARANTEE :

We have enclosed a Bid Security (EMD) in the form RTGS/NEFT/CBS system drawn in favour of WBSRDA for an amount of Rs.....

4. WORK SCHEDULE :

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal, we fully understand that the work completion schedule stipulated in the proposal is the essence of the Contract, if awarded.

5. CONTRACT PERFORMANCE GUARANTEE :

We further agree that if our proposal is accepted, we shall provide a Contract Performance Guarantee of value, equivalent to ten percent (10%) of the Contract Price as stipulated in Bid document in the form of Bank Guarantee in your favour and enter into a formal agreement with you within 10 (ten) days from the date of placement of Letter of Award.

Dated..... this.....day of2025

Thanking you, we remain,

Yours faithfully,

Date_____

Place_____

(Signature) _____

(Printed Name) _____

(Designation) _____

(Common Seal) _____

Business Address:

Name & Address of Authorized Signatory:

ANNEXURE-II

Letter of Acceptance

Notes on Standard Form of Letter of Acceptance

This Standard Form of Letter of Acceptance should be filled in and sent to the successful Bidder only after evaluation of bids has been completed and approval of the competent authority has been obtained.

[Letter head paper of the Employer]

[Date]

To:

[Name of the Contractor]

[Address of the Contractor]

This is to notify you that the Employer, namely, _____ has accepted your Bid dated _____ for execution of the _____ *[name of the Contract and identification number, as given in the Contract Data]* as mentioned in the EOI.

_____ *[amount in figures and words]* is hereby accepted by our Agency.

You are hereby requested to furnish Performance Security, for an amount of Rs. _____ within 10 days of the receipt of this Letter of Acceptance valid up to 3 year after successful Go-live i.e. up to and sign the Contract.

2. You are also requested to indicate your nominee as required.

Yours faithfully,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment:

Error correction and data finalisation of Utility & DRRP data for last mile connectivity in West Bengal

ANNEXURE-III

(b) Issue of Notice to Proceed with the Work
(Letter head of the Employer)

_____ (Date)

To

_____ (Name and address of the Contractor)

Dear Sir:

Pursuant to your furnishing the requisite Performance Security as stipulated in EOI and signing of the Contract for the _____, you are hereby instructed to proceed with the execution of the said works in accordance with the contract documents.

Yours faithfully,

(Signature, name and title of signatory,
authorized to sign on behalf of
Employer)

(c) Standard Form of Agreement
Standard Form: Agreement
Agreement

This Agreement, made the _____ day of _____ 20_____,
between _____

_____ [name and address of Employer]

(hereinafter called "the Employer") of the one part, and

_____ [name and address of

Contractor] (hereinafter called "the Contractor" of the other part).

Whereas the Employer is desirous that the Contractor execute _____

_____ [name and identification number of Contract] (hereinafter called "the Works") and
the Employer has accepted the Bid by the Contractor for the execution and completion of such Works
and the remedying of any defects therein at a cost of Rupees.....

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and remedying the defects within the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- i) Letter of Acceptance;
- ii) Notice to Proceed with the works;
- iii) Contractor's Bid;
- iv) Contract Data;
- v) Special Conditions of Contract and General Conditions of Contract;
- vi) Specifications;
- vii) Bill of Quantities; and
- ix) Any other document listed in the Contract Data as forming part of the Contract.

In witness whereof, the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of _____

was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said _____

in the presence of:

Binding Signature of Employer _____

Binding Signature of Contractor _____

Form of unconditional Bank Guarantee from Contractor for _____ [To be specified later]

West Bengal State Rural Development Agency

Tender Notice No.....Dated.....

To _____ [name of Employer]

_____ [Address of Employer]

WHEREAS

_____ [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ [name of Contract and brief description of Works] (herein after called "the Contract"):

AND WHERE AS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified there in as security for compliance with his obligations in accordance with the Contract;

AND WHERE AS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of _____ [amount of guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums 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.

We hereby waved the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the forms 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 any way release us from any liability under this guarantee and we hereby wave notice of any such change, addition or modification.

This guarantee shall be valid until 45 days from the date of expiry of the defects Liability Period.

Signature and seal of guarantor _____

Name of Bank _____

Address _____

Date _____

An amount shall be inserted by Guarantor, representing the percentage of the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and dominated in Indian Rupees.

Mandatory Condition

Sl. No.	Requisite Credential	Requisite Supporting document	Submitted Yes/No.
1	Average Annual Turn Over during the last three financial years i.e. 2021-22, 2022-23 & 2023-24 must be at least Rs. 50 lakhs	Provide the turnover in a separate sheet (as per FORM-II) with Auditor's signature along with copy of balance sheet for mentioned years as supporting document duly attested.	
3	Whether Blacklisted by any Govt. organization across India from the year 2021	Undertaking to be given	
4	Conflict of Interest as per clause no.GCC 1.8	Undertaking to be given	
5	Must Comply with all statutory obligations.	Provide the following required nos. In a separate sheet (as per FORM-II) duly attested with following supporting documents: i. Copy of PAN Card iii. GST registration certificate iv. Trade license	
6	Credential certificate for last three (3) years	i. The bidder shall submit the documentary proof of orders received. ii. Self-declaration mentioning order reference for ongoing / satisfactory completion work with supporting documents (above details as per FORM-II)	

N.B.: Each page of all the documents/copy of certificates should be submitted with attestation by the authorized signatory and with seal & date.

West Bengal State Rural Development Agency

Tender Notice No.....

Dated.....

Details of information to be provided in support of Mandatory condition (copy of supporting documents to be submitted with the bid)

Sl. No.	Item Details	Details		
1	Contact Person with Telephone No., Mobile No., E-mail ID and FAX No., of the bidder			
2	Communication details of Service Centre			
3	Tender Fee details			
4	EMD details with validity & expiry date			
5	Permanent Account No. (PAN)			
6	GST Registration No.			
7	Company Registration No.			
8	Average Annual Turn Over during the last three financial years must be at least Rs.50 lakhs	2021-22 (Rs. in Lakh)	2022-23(Rs. in Lakh)	2023-24 (Rs. in Lakh)
9	Orders received and executed by the bidder	Organization where worked with contact Telephone No. and FAX No.	Order No. and Date with Value of the Order	Self declaration mentioning order reference for ongoing/satisfactory completion work with supporting documents.

Date: _____ Place: _____	Seal	Signature of Authorized Person
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FORMAT FOR THE AFFIDAVIT

(NOTE: This affidavit should be on a non-judicial stamp paper of Rs.10/- and shall be attested by Magistrate/ Sub-Judge/ Notary Public)

I, (name of the authorised representative of the bidder) son/daughter of resident of (full address), aforesaid solemnly affirm and state as under:

1. I hereby certify that all the information furnished with the bid submitted online in response to notice inviting bid number date issued by (authority inviting bids) for..... (name and identification of work) are true and correct.
2. *I hereby certify that I have been authorised by (the bidder) to sign on their behalf, the bid mentioned in paragraph 1 above.

Date: _____ Place: _____	Seal	Signature of Authorized Person
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FORM OF BID FOR PART I OF THE BID

Technical Qualification Part I of Bid

The Bidder shall fill in and load this form for Part I of Bid separately from the form for Part II of the Bid.

Tender Notice No.....Dated.....

To ____ [name of Employer]

_____ [Address of Employer]

Description of Works

Dear.....

1. Having read the Bidding Documents, Requirements for submission of documents in relevant clauses, and acceptance of provisions for Fraud and Corruption in the Bidding Document, I/we submit in attachment all documents required in the Bidding Document together with all the Affidavits regarding the correctness of information/documents for the above stated bid.
2. I/we confirm that the Bid fully complies with all the requirements including the Bid Validity and Bid Security as required and specified by the bidding documents.
3. I/we certify that the information furnished in our bid is correct to the best of our knowledge and belief.
4. I/we undertake to carry out the works of throughout the contract period as per the offered rate accepted by the Employer.

Date: _____ Place: _____	Seal	Signature of Authorized Person
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Form of Bid for Part II of the Bid

Technical - Financial Part II of Bid

The Bidder shall fill in and load this form for Part II of Bid separately from the form for Part I of the Bid

Tender Notice No.....Dated.....

To____[name of Employer]

_____[Address of Employer]

Description of Works

Dear.....

1. With full understanding that Part II of our bid will be opened only if I/ we qualify on the basis of evaluation in Part I of the Bid, we offer to execute the works described above, remedy any defects therein, and carry out the routine maintenance in conformity with the Conditions of Contract, Specifications, Drawings and Bills of Quantities accompanying in Part II of the Bid.
2. This Bid and your written acceptance of it shall constitute a binding contract between us. I/ we understand that you are not bound to accept the lowest or any bid you receive.
3. I/ we undertake to commence the works on receiving the Notice to Proceed with the Work in accordance with the Contract Conditions.
4. As mentioned in Part-I of my/our bid, I/we undertake to carry out any modification/rectification throughout the contract period within the tendered amount.

Date: _____ Place: _____	Seal	Signature of Authorized Person
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