



Government of West Bengal  
Regional Tourist Office  
Mainak Tourist Lodge Complex

Mallaguri, Pradhan Nagar, Hill Cart Road, Dist: Darjeeling, Siliguri – 734 003

Phone: (0353)251-1979 E-Mail ID: [jdnorthtourism@gmail.com](mailto:jdnorthtourism@gmail.com) Web Site: [www.wbtourism.gov.in](http://www.wbtourism.gov.in)

Memo No.: RTO/547/I(10)/2019-20

Date: 25.11. 2019

**Notice Inviting e-Tender No.001 / TIC / NJP / 2019-20 (3rd CALL).**

**Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** invites ONLINE TENDER (e - Tender) from reliable resourceful bonafide and experienced firms / companies / individual contractors, who have experience in Similar Nature work under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies.

e - Tender details:

| Sl. No. | Name of the Work  | Estimated Amount Put to Tender (Rs.)                | Earnest Money @ 2.00 % (Rs.) |
|---------|---|---|------------------------------|
| a       | <b>Renovation of Tourist Information Centre at New Jalpaiguri Railway Station premises in the Dist. Jalpaiguri.</b>   | <b>5,56,778.00</b>                                  | <b>11,136.00</b>             |
| b       | Time of completion  | <b>21 (Two One) Days</b>                            |                              |
| c       | Date & Time of Publishing NIT & Tender Documents  | <b>26.11.2019 at 4.00 P.M.</b>                      |                              |
| d       | Tender Documents Sale / Download Start Date & Time  | <b>26.11.2019 at 4.15 P.M.</b>                      |                              |
| e       | Bid Submission / Upload Start Date & Time   | <b>26.11.2019 at 4.20 P.M.</b>                      |                              |
| f       | Tender Documents Sale / Download End Date & Time  | <b>13.12.2019 up to 5.00 P.M.</b>                   |                              |
| g       | Bid Submission End Date & Time  | <b>13.12.2019 up to 5.30 P.M.</b>                   |                              |
| h       | <ul style="list-style-type: none"><li>Earnest Money Deposit (EMD) – As detailed under clause (18) towards Earnest Money Deposit as prescribed in the e-NIT against each serial of work.</li></ul>   | <b>13.12.2019 up to 5.30 P.M.</b>                   |                              |
| i       | Date of opening of Technical Proposals  | <b>16.12.2019 at 11.00 A.M.</b>                     |                              |
| j       | Date of opening of Financial Proposals  | <b>Will be declared after technical evaluation.</b> |                              |
| k       | <b>All materials required for the proposed scheme including cement, steel and Bitumen shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufacture accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement, steel and Bitumen are to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer-in- Charge, then such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.</b> |   |                              |

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| 1 | <p><b>As per Notification No. 5784-PW/L&amp;A/2M-175/2017, Dated: 12.09.2017 For work with five years Defect Liability Period:</b></p> <p>i) No security deposit shall be refunded to the contractor for 1<sup>st</sup> 3 years from the actual date of completion of the work;</p> <p>ii) 30% of the security deposit shall be refunded to the contractor on expiry of <b>four years</b> from the actual date of completion of the work;</p> <p>iii) The balance <b>70%</b> of the security deposit shall be refunded to the contractor on expiry of <b>five years</b> from the actual date of completion of the work.</p> |
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In the event of any of the above-mentioned dates being declared as a holiday the tender will be opened on the next working day at the appointed time.

1. In the event of e-Filing intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly by the help of his Digital Signature Certificate (DSC).
2. In case of online submission, Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Tender documents may be downloaded from website & submission of Technical Bid / Financial Bid as per the Date / Time Schedule stated in above table of this NIT.  
The documents submitted by the bidders should be properly indexed & attested with seal.
3. i) Audited Balance Sheet shall not be considered as credentials under any circumstances. Only work order and completion certificate or completion certificate for successful completed work duly signed by the competent authority will be considered as CREDENTIALS.

**Referral for Credentials:** Memo No. 04-A/PW/O/10C-02/14, Dated: 18.03.2015 of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah, for amended Rule under Rule 226 (1) of PWD Code, Volume-I is applicable in respect credential.

|     |  |    |   |     |  |     |   |
|-----|--|----|---|-----|--|-----|---|
| A   | <p><b>For 3rd Call of NIT Civil and Electrical Part separately: -</b></p> <p><b>Civil Work Value : Rs. 4,25,108.00</b></p> <p><b>Electrical Work Value: Rs. 1,13,670.00</b></p> <table border="1"> <tr> <td data-bbox="290 1129 362 1297">i.</td><td data-bbox="362 1129 1455 1297">Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender under the authority of State / Central Govt., State / Central Govt. undertaking / Statutory Bodies constituted under the statute of the Central / State Government during 5 (Five) years prior to the date of issue of the tender notice; or</td></tr> <tr> <td data-bbox="290 1297 362 1476">ii.</td><td data-bbox="362 1297 1455 1476">Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender under the authority of State / Central Govt., State / Central Govt. undertaking / Statutory Bodies constituted under the statute of the Central / State Government during 5 (Five) years prior to the date of issue of the tender notice; or,</td></tr> <tr> <td data-bbox="290 1476 362 1581">iii</td><td data-bbox="362 1476 1455 1581">Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above;</td></tr> </table> <p>In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.</p> | i. | Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender under the authority of State / Central Govt., State / Central Govt. undertaking / Statutory Bodies constituted under the statute of the Central / State Government during 5 (Five) years prior to the date of issue of the tender notice; or | ii. | Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender under the authority of State / Central Govt., State / Central Govt. undertaking / Statutory Bodies constituted under the statute of the Central / State Government during 5 (Five) years prior to the date of issue of the tender notice; or, | iii | Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above; |
| i.  | Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender under the authority of State / Central Govt., State / Central Govt. undertaking / Statutory Bodies constituted under the statute of the Central / State Government during 5 (Five) years prior to the date of issue of the tender notice; or  |    |   |     |  |     |   |
| ii. | Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender under the authority of State / Central Govt., State / Central Govt. undertaking / Statutory Bodies constituted under the statute of the Central / State Government during 5 (Five) years prior to the date of issue of the tender notice; or,   |    |   |     |  |     |   |
| iii | Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above;  |    |   |     |  |     |   |

**N.B.:** In case of 3. i) [A i.] **Work Order, Completion Certificate with Gross Bill Value or Payment Certificate** for successful completed work shall have to be submitted but in case of 3. i) [A ii.] the **Certificate of satisfactory running work** shall have to be submitted.

**B.**

- i) As the Electrical components is less than 25% of the estimated amount put to tender, the Civil contractor may / will have to submit an agreement in non-judicial stamp paper that the case, the electrical contractor will have to qualify for all requirements set forth in the NIT for electrical works including credential, electrical supervisor's certificate of competency (SCC) etc.
- ii) The prospective bidder with having valid 'Electrical ( HT / LT ) License' ; should possess 'Electrical Supervisor's Certificate of Competency" in Parts – **1, 2, 4, 6A, 6B, 7A, 7B & 11** from 'Directorate of Electricity , Govt of WB / Competent Authority or other Govt as applicable or equivalent 'National Supervisors ' Certificate of Competency.

ii) The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being **1 (one) Civil Engineering Diploma holder** and **1 (one) Electrical Engineering Diploma holder** having experience in similar nature of project min 3 years (Authenticated documents as name, address, phone no., E-mail ID & passed certificate in respect of qualification and engagement shall be furnished for Technical-Evaluation). [Non Statutory Documents].

iii) **Trade License, PAN Card, Professional Tax** deposit Receipt updated Challan, **Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" / in terms of 4374 F (Y),** to be accompanied with the Technical Bid documents. Any one of the Income Tax (SARAL) Acknowledgement Receipt of the last three assessment years to be submitted. [Non Statutory Documents]

iv) **Payment Certificates / Audited Balance Sheet** within the last 5 (Five) financial years in support of turnover to be submitted as per note in point 3 (vi) for the value of **Rs. 5,56,778.00**. [Non Statutory Documents]

v) A declaration (Affidavit) in this respect has to be furnished by the prospective bidders as per prescribed format vide **Section – B / Affidavit** and Form – I as per prescribed format vide **Section – B / Form – I** without which the Technical Bid shall be treated non-responsive. [Non Statutory Documents].

vi) Balance Sheet: Audited Balance Sheet including Profit & loss Accounts of the preceding three financial years with auditor's certificate regarding Annual Turnover from business in each financial year. The audited Balance Sheet shall contain Annexure, Form 3CB/ 3CD u/s 44AB of IT Act 1961. Auditor's certificate must contain his / her Membership no. / Registration no. for Audit Firms. [Non Statutory Documents]

***Note:** Bidder/Contractor whose Annual Turnover is less than Rs. 1.0 Crore and do not have audited balance sheet of the immediate preceding year during the period of tender, shall need to submit payment certificates of works obtained from clients for such year as per point 3.(iv) above in support of Form 2 as enclosed in this NIT. If the company was set up less than three years ago, audited balance sheet for the number of years since inception is to be submitted.*

vii) The prospective bidders should have **own or arrange** the required Plant and Machineries [as, **Not Applicable**]. Conclusive proof of ownership (Tax Invoice, Way Bill, Delivery Challan, incorporation in the Balance Sheet as fixed asset) for each plant and machineries in working condition shall have to be submitted. If the same is already engaged in the other works, then name of client along with his contact number should be furnished in the declaration by the intended bidder countersigned by the client with tentative date of release of such Plant and Machineries where the same are presently engaged. In case of Lease of Machineries, original document of ownership from whom the lease is taken and authentic document in support of lease is to be submitted. If necessary, authority may inspect Plant and Machineries physically or call for the original documents as proof of Ownership of the same. [Non Statutory Documents]

viii) Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies / Company are required to furnish :- (name of file should be **"companydetails.pdf"**)

- a. Society Registration certificate from ARCS and By-Laws for Cooperative Societies. (For Registered Co-operative Societies only)
- b. 'Memorandum of Articles' for Limited Companies.
- c. Any other document, showing name with signature of all latest office bearers.

ix) **Technically and legally robust consortium shall be allowed.**

x) A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. **If found to have applied severally in a single job, all of his / their bids will be considered as non-responsive for that job**, without assigning any reason thereof.

xi) Deed of Partnership firm, and documents for their registration **or applied for registration is applicable** in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata 700001. In case a contractor/bidder is yet to receive Form No. VIII, a "Memorandum" issued from the above office may also be accepted. Any change in the constituent of the Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of application in the e-tender and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted.

xii) **Valid Electrical Contractors License.**

4. The prospective bidder, if awarded, shall engage technical staff according to the requirements of works to be executed.
5. The running payment of proposed executed work may be made to the executing agency as per availability of fund and no claim whatsoever in this regard will be entertained. Provisions in Clause (s) 7, 8, & 9 contained in so far as they relate to quantum and frequencies of payment are to be treated as superseded.
6. The contractor shall do photography / video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. No separate payment will be made to the contractor for this including reinforcement work with an identification mark.
7. **Relevant documents** (as uploaded online) in hard copy (self attested) must be submitted in the Engineering Section before formalize the contract.
8. **Relevant documents** (as uploaded online) must be readable without which the Technical Bid shall be treated non-responsive.
9. If the lowest rate comes to below 10 % of the estimated value then performance security @ 2.5% of the contract value should be paid in the form of Demand Draft in favour of **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** before the process of Formal Tender, failing which action will be taken and the order will be treated as cancelled. The same may be released after completion of the work with value of at least 80%.
10. Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase as per Memorandum No. 4608-F(Y) dated 18.07.2018 of Additional Chief Secretary to the Govt. of West Bengal, Finance Department Audit Branch.
11. The intending tenders may be noted that an amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of "the building and other construction work (regulation of employment and condition of service) Act, 1996" and "The building and other construction work welfare Cess Act, 1996" apart from other statutory deductions from bills / payment due. GST, Royalty & all other statutory levy / CESS will have to be borne by the contractor & the rates in the schedule of rates are inclusive of all the taxes & CESS stated above.
12. No Adjustment of Price or Price Escalation of any kind will be allowed.
13. No Mobilisation Advance and Secured Advance will be allowed.

14. 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.

15. **Materials like Cement, Steel & Bitumen will be supplied by the Agency.**

**A] Utilization of Steel materials:-**

Steel materials of make - Tor steel rods / HYSD bars /TMT bars [ Fe500/ Fe500D conforming to IS-1786 or IS- 432 ( whichever is applicable ) ] having 'quality certification' of the BIS or any other designated authorities as per the BIS act and the producers listed under the JPC profile other than manufactures /producers of SAIL/TATA/RINL be utilized. Before applying the respective manufacturing brand of steel materials, the quality has to be examined on technical aspect & the test reports must be satisfied or approved by the E-I-C.

**B] Utilization of Cement:-**

Cement products of mini plant shall not be used (Minimum Capacity 25 Million Tones per year). Before applying, the quality has to be examined on technical aspect & the test reports must be satisfied or approved by the E-I-C.

**C] Utilization of Bitumen:-**

Bitumen of VG-30 / VG-40 Grade and Cationic emulsion of RS-1 / SS-1 Grade to be used from the producers like IOCL / BPCL / HPCL.

16. Bids shall remain valid for a period not less than 120 days (One Twenty Days) from the last date of submission of Financial Bid / Sealed Bid. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposit may be forfeited.

17. In the event of e-Filling, intending bidder may download the tender document from the website: <https://wbttenders.gov.in> directly with the help of Digital Signature Certificate & **earnest money may be submitted either by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri.** Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in e - Tender details **at Page No.1.**

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| <p><b>The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.</b></p> |
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**Earnest Money:** The amount of Earnest Money is **to be submitted online** in favour of the **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri.** At the time of uploading the tender / quotation, the intending tenderer,/ quotationer should select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payment 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 with his / her tender / quotation as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department. The L1 bidder shall make the Formal Agreement after getting the Letter of Acceptance (LOA) issued by the Tender Inviting Authority. Failure to make the Formal Agreement within the time period as prescribed in the Letter of Acceptance (LOA) for the purpose, may be construed as an attempt to disturb the tendering process and will be dealt with accordingly in a legal manner as deemed fit including blacklisting the bidder.

**Refund of EMD:** The EMD of the unsuccessful Tenderer deposited shall be automatically refunded through online process. The refund of EMDs will be paid to the bidders to the account from which the EMD transaction got initiated by the bidder. Accordingly, for internet banking transactions, the EMD will be refunded back to the internet banking account from which the bidder initiated the transaction. If the bidder has made EMD payment through RTGS/NEFT mode, the refund will go back to the account from which the RTGS/NEFT transaction got initiated.

#### **HELPDESK**

For any queries or issues on EMD payments made through Internet banking or Payment gateway, RTGS/NEFT mode or any Refunds Contact Helpdesk: 03340267513/ 03340267512.

18. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
19. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Authority. The **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at that stage of Bidding.
20. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned against Sl.No.3 and Section-A, i.e., 'Instructions to Bidders' before bidding.
21. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
22. **No Conditional / Incomplete Bid / Tender will be accepted under any circumstances.**
23. If more than one bidder quoted same rate which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted by the Authority.
24. The **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
25. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, that bid will be considered as non-responsive and out rightly rejected with forfeiture of Earnest Money and action will be taken as per IT Rule in force.
26. In case if there be any objection regarding prequalification / list of "Technically Qualified Bidders", that objection should be lodged to the **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** within 2 days from the date of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection will be entertained by the Authority.
27. Before issuance of the work order, the tender accepting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false in that case, work order will not be issued in favour of the bidder under any circumstances.
28. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
  - (a) **Notice Inviting Tender.**
  - (b) **Tender Clauses.**
  - (c) **Special terms and conditions.**
  - (d) **Technical bid.**
  - (e) **Financial bid.**

29. All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the work schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works

30. **The Earnest Money may be forfeited –**

- a) If the Bidder withdraws the Bid during the period of Bid validity.
- b) In case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the agreement.
- c) During scrutiny, if it comes to notice to the tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated.

31. **Qualification Criteria:**

The Tender Inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:-

- a. **Experience.**
- b. **Technical Capability comprising of personnel & equipment capability.**
- c. **Financial Capacity.**

32. *The eligibility of a bidder will be ascertained on the basis of the attested documents digitally signed in support of the minimum criteria as mentioned in 30 (a), (b), (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice and action will be taken as per stipulations of IT Rule in force.*

33. **Liquidated Damage:** - The selected agency/ Vendor/ contractor will have to pay liquidated damages for losses or damages sustained by this office for default on the part of the agency/ Tenderer / Vendor/ contractor either because of delayed supply or execution of works within the stipulated date unless such delay is considered and condoned by the Authority upon the written submission by the Agency or the Contractor agency with justification thereof.

- (i) **Quantum of Liquidated Damage for delay in execution or delayed supply:-** The selected agency/ Tenderer / Vendor/ contractor will be liable to pay liquidated damage @ 0.5% of the Total Contract Value of supply or works for a delay exceeding one week or more on pro rata basis.

- Example: - Suppose there is a delays of 34 days.
- And the total contract value is Rs. 10 lakh
- On pro rata basis total liquidated damage will be Rs. 24,285.
- Calculation:  $(0.5\% \times 34 \times 10,00,000) / 7$

34. In the event that two or more Bidders quote the same amount of [Premium or Grant, as the case may be] (the “**Tie Bidders**”), the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend. As per Office Memorandum No. 24(23)/PF.II/2008 Ministry of Finance dated 14-07-2009.

**For 3<sup>rd</sup> Call of NIT :**

i) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of **20% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

**or,**

ii) Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **70% or more** and value of which is not less than the desired value at (i) above; In case of running works , only those tenderers who will submit the certificate of

satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

(a ) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice at least one work of similar nature with an estimated cost equal to or more than the estimated cost put to this notice.

(b) Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted.

[Non-statutory Documents]

(c ) All categories of prospective Tenderers shall have to submit valid and up to date documents regarding taxes and charges as applicable, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, Voter ID Card , Trade License, GST Registration, ESI, PF in respect of the prospective Tenderer..

[Non-statutory Documents]

(d) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

[Non-statutory Documents]

(e). Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format).

[Non statutory Documents]

(f) The partnership firm shall furnish the registered Partnership Deed and the Company shall furnish the memorandum of Association (MOA) and Article of Association (AOA)

[Non- statutory documents]

(g) Registered Un employment Engineers Co- operative Societies/ Labour Co- Operatives are required to furnish the following documents:-

[Non statutory documents]



- (i) Current “**No objection Certificate**” from the assistant Registrar of Co- operative Societies.
- (ii) By- laws duly approved by the Assistant Registrar of Co- Operative Societies,
- (iii) Name with address and signature (in original) of the present board of Directors of the Co- operative Society.
- (iv) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.
- (h).The prospective Tenderer or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
- (i).Joint Ventures will be allowed.
- (j).A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.
- (k) Conditional / Incomplete Tender will not be accepted under any circumstances.

## **SECTION – A**

### **Submission of Tenders**

#### **A.1. General Guidance for e-Tendering**

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

#### **A.2. Registration of Contractor**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> (the web portal of **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **A.3. Registration of Contractor**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to bidder DSC is given as a USB e-Token.

#### **A.4. Mode of Collection**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate (DSC). ***This is the only mode of collection of Tender Documents.***

#### **A.5. Participation in more than one work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

#### **A.6. Submission of Tenders**

General process of submission, Tenders are to be submitted through online to the website stated in Sl. 2 of NIT in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

##### **A.6.1. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

##### **A.6.1.1. Statutory Cover Containing**

- i. Acknowledgement of NEFT / RTGS from any CBS enabled Bank for Cost of Tender Documents deposited.

- ii. NIT, Special Terms & Conditions in NIT, Special Specifications in NIT, if any, with all Corrigendum and Addendum, if any. (**Download & upload the same Digitally Signed**).
- iii. Tender form i.e. Tender clause (**Download & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid**).

**A.6.1.2. Not statutory Cover Containing**

- (a) Affidavit, Form – I, etc. as stated in Sl. No. 3(v) of this NIT.
- (b) Trade License as stated in Sl. No. 3(iii) of this NIT.
- (c) Professional Tax (PT) Registration Certificate as stated in Sl. No. 3(iii) of this NIT.
- (d) PAN Card, Income Tax (IT) SARAL as stated in Sl. No. 3(iii) of this NIT.
- (e) Certificate as stated in Sl. No. 3(iii) of this NIT.
- (f) Audited Balance Sheet as stated in Sl. No. 3(iv) of this NIT.
- (g) Registration Certificate under Company Act (If any).
- (h) Registered Deed, Article of Association & Memorandum (For Partnership Firm) (If any).
- (i) Power of Attorney (For Partnership Firm / Private Limited Company) (If any).
- (j) Tax Audited Report in 3 CD / 3 CB Form along with Balance Sheet & Profit & Loss A/c (For Proprietorship & Partnership Firms and Company) as stated in point 3. (vi).
- (k) Valid bye laws are to be submitted by the Registered Labour Co-Operative(s) or Engineers' Co.-Operative(s).
- (l) List of machineries along with authenticated documents as stated in Sl. No. 3(vii) of this NIT.
- (m) Authenticated documents in support of Technical Personnel as stated in Sl. No. 3(ii) of this NIT.
- (n) Scanned copy of Original Credential Certificates as stated in Sl. No. 3(i) of this NIT.
- (o) Scanned copy of Original **Valid Electrical Contractors License** as stated in Sl. No. 3(xii) of this NIT.
- (p) Scanned copy of Original Electrical Supervisor's Certificate as stated in Sl. No. 3. B. ii) of this NIT.
- (q) Agreement copy of Civil & Electrical concern for joint venture if any.

**(Please submit the documents with their names individuals while uploading e-portal)**

**Note: - Failure of submission of any of the above mentioned documents (as stated under A.6.1.1. & A.6.1.2.) will render the tender liable to summarily rejected for both Statutory & Non Statutory Cover.**

**A.6.1.3. Financial proposal**

- i. The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The bidder shall quote their rate (percentage Above / Below / At Par) over the total estimated cost of the intended job online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus Scanned & Digitally Signed by the bidder.

**A.7. Penalty for suppression / distortion of facts**

Submission of false document by bidder is strictly prohibited & if found bid will be considered as non-responsive and out rightly rejected with forfeiture of Earnest Money and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**A.8. Rejection of Bid**

The tender inviting authority reserves the right to accept or reject any Bid and / or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder / Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action from tender inviting authority.

**A.9. Opening of Financial Bid**

A.9.1. Financial proposals will be open by the **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** along with his authorized representative electronically from the website stated in Cl. No. 2 in this NIT using their Digital Signature Certificates (DSC).

A.9.2. After opening of Financial Bid, if situation demands, **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** may call off-line Open Bid among the Qualified Bidders to lower down the offered rate further.

**A.10. Award of Contract**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority. The notification of award will constitute the formation of the Contract.

**SECTION – B**

**AFFIDAVIT**

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

1. I, \_\_\_\_\_ the under-signed do certify that all the statements made in the attached documents for the work “**Renovation of Tourist Information Centre at New Jalpaiguri Railway Station premises in the Dist. Jalpaiguri.**” of NIT No. **001 / TIC / NJP / 2019-20 (2<sup>ND</sup> CALL)** are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our firm \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by the **Dy. Director of Tourism, North Bengal, Regional Tourist Office, Siliguri** during the last 5 (five) years prior to the date of this NIT.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Authority to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Authority.

5. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.

\_\_\_\_\_  
**Signature of the declare ant identified by me**

\_\_\_\_\_  
**Signature of Advocate**

\_\_\_\_\_  
**Seal & Signature of Notary**

**SECTION – B**

**FORM - I**

|                      |    |       |
|----------------------|----|-------|
| 1. Name of applicant | :: | _____ |
|                      |    | _____ |
| 2. Office Address    | :: | _____ |
|                      |    | _____ |
|                      |    | _____ |
|                      |    | _____ |
| 3. Contact No.       | :: | _____ |
| 4. Fax No.           | :: | _____ |
| 4. e - mail Address  | :: | _____ |

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Full Name**

\_\_\_\_\_  
**Date**

**N.B:-Bidders must be submitted his / her valid e-mail ID and active Phone No. / Mobile No. etc. for Communication as and when required.**

**Special terms and conditions****C.1. General**

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications as mentioned either in—

- (i) ‘**Departmental Schedule**’, which means the Public Works Department Schedule of Rates in different district of West Bengal for the working area including up-to-date addenda and corrigenda, if any.
- (ii) Latest edition of the book published for the specification of various works.

**C.2. Co-operation with other agencies and damages and safety of road users**

All works are to be carried out in close co-operation with the Department and other contractor those may be working in the area of work. The work should also be carried out with due regard to the convenience of the road users and occupants of the adjacent locality, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants of the adjacent locality etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-in-Charge are due to the negligence of the contractor are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-in-Charge.

**C.3. Transportation arrangement**

The contractor shall arrange for all means of transport including railway wagons required for carriage and supply of materials and also the materials required for the construction work. The Department may however, at their own discretion grant necessary certificates, if required, for booking of railways wagons etc. But, in case of failure of the department to help the contractor in this respect, the contractor will have arrange at his own initiative so that progress of work would not hamper and no claim whatever on this ground will be entertained under any circumstances. If railways facilities are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work without claiming any extra payment from department in this regard. The contractor must consider this aspect while quoting rate.

**C.4. Contractor’s Site Office**

The contractor shall have an office adjacent to the work as may be approved by the Engineer-in-Charge where all directions and notice of any kind whatsoever, which the Engineer-in-Charge or his representative may desire to give to the contractor in connection with the contract, may be left or sent by post to such office or delivered to the contractor’s authorized agent or representative. For such intimation to the contractor’s site office, it shall be deemed to the sufficient enough to be served upon the contractor.

**C.5. Incidental and other charges**

The cost of all materials, hire charges to Tools and plants, labour, Corporation / Municipal Fees for water supply, Royalty on road materials (if any), electricity and other charges of Municipalities or statutory local bodies, ferry charges, Toll charges, loading and unloading charges, handling chargers, overhead charges, etc. will be deemed to have been covered by the rates quoted by the contractor inclusive of all statutory and levy/ cess will have to be borne by contractor or bidder and his/ her quoted rate should be quoted after considering all theses charges. All other charges for the execution of the specified work, including supply of materials and related carriage, complete or finished in all respect upto the entire satisfaction of the Engineer-in-charge of the work. No extra claim in this regard beyond the specified rate as per work schedule whatsoever in this respect will be entertained.

**C.6. Authorized Representative of Contractor**

The contractor shall not assign the agreement or sublet any portion of the work. The contractor, may however, appoint and authorize representative in respect of one or more of the following purpose only.

- a) General day to day management of work.
- b) To give requisition for Departmental materials, Tools & Plants etc., if any, to receive the same and sign hand receipts thereof.
- c) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken of acceptance by the contractor.

The selection of the authorized representatives shall be subject to the prior approval of the concerned Engineer-in-Charge and the contractor shall in writing seek such approval of the Engineer-in-Charge giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified here-in-above, which the representative will be authorized for. Even after first approval, the Engineer-in-Charge may issue at any subsequent date, revised directions about such authorized representative and the contractor shall be bound to abide by such directions. The Engineer-in-Charge shall not be bound to assign any

reason for his revised directions. Any notice correspondence etc. issued to the authorized representative or left at his address, will be deemed to have been issued to the contractor.

#### **C.7. Power of Attorney**

The Provision of the power of attorney, if any, must be subject to the approval of the Authority. Otherwise the Authority shall not be bound to take cognizance of such of attorney.

#### **C.8. Extension of time**

For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, enhanced cost of materials and labour and hire charges of tools & plants etc. would be entertained under any circumstances. The contractor should consider the above factor while quoting this rate.

#### **C.9. Contractor's Godown**

The contractor must provide suitable godowns for cement and other materials at the site of work. The cement godown is to be sufficient in capacity and it must be water tight with either an elevated floor with proper ventilation arrangement underneath the floor or if solid raised flooring is made, cement is to be stored on bamboo or timber dunnage to the satisfaction of the Engineer-in-Charge. No separate payment will be made for these godowns or for the store yard. Any cement, which is found at the time of use to have been damaged, shall be rejected and must immediately be removed from the site by the contractor as per directed of the Engineer-in-Charge.

#### **C.10. Arrangement of Land**

The contractor will arrange land for installation of his Plants and Machineries, his godown, store yard, labour camp etc. at his own cost for the execution of the work. Departmental land, if available and if applied for, may be spared for the purpose on usual charges as fixed by the Competent Authority.

#### **C.11. Use of Government Land**

Before using any space in Government land for any purpose whatsoever, approval of the Engineer-in-charge will be required. Departmental land, if available and if applied for, may be spared for the purpose on usual charges as fixed by the Competent Authority. The contractor shall make his own arrangements for storage of tools, plant, equipments; materials etc. of adequate capacity and shall clear and remove on completion of work and shed, huts etc. which he might have erected in Government land. If after such use, the contractor failed to clear the land, Department will arrange to remove those installation and adequate recovery will be made from the dues of the contractor.

#### **C.12. Royalty**

As per prevailing government notification the Contractor will have to submit the receipt of payment of royalty to the Government for use of sand, stone materials, laterite, moorum, gravel, earth etc. to the Engineer-in-charge before preparation of bill for payment, when they collect the materials directly from the source. If they collect the materials from the authorized quarry holder or commercial establishment who directly or indirectly pay the royalty to the Government, necessary certificate or cash memo for sale in that respect from them shall have to be produced to the Engineer-in-Charge failing which necessary deduction from the dues of the contractor may be made as fixed by the Engineer-in-Charge.

#### **C.13. Work Order Book**

The contractor shall within seven days of receipt of the order to take up work, supply at his own cost one Work Order Book to Assistant Engineer, Concerned, who is authorized to receive and keep in custody the Work Order Book on behalf of the Engineer-in-Charge. The Work Order Book shall be kept at the site of work under the custody of Assistant Engineer, or his authorized representative. The Work Order Book shall have machine numbered pages in triplicates. Directions or instruction from Departmental officers to be issued to the Contractor will be entered (in triplicate) in the Work Order Book (except when such directions or instructions are given by separate letters). The contractor or his authorized representative shall regularly note the entries made in the Work Order Book and also record thereon the action taken or being taken by him complying with the said directions or instruction on any relevant point relating to the work. The contractor or his authorized representative may take away the triplicate page of the Work Order Book for his own record and guidance.

Cases of supplementary items or of claims may not be entertained unless supported by entries in the Work Order Book or any written order from the Tender Accepting Authority.

The first page of the Work Order Book shall contain the following particulars:

- a) Name of the Work.
- b) Reference to contract number.
- c) Contractual rate in percentage.
- d) Date of opening of the Work Order Book.



- e) Name and address of the Contractor.
- f) Signature of the Contractor.
- g) Name & address of the Authorized representative (if any of the contractor authorized by him).
- h) Specific purpose for which the contractor's representatives is authorized to act on behalf of the Contractor.
- i) Signature of the authorized representative duly attested by the Contractor.
- j) Signature of the Assistant Engineer, concerned.
- k) Date of actual completion of work.
- l) Date of recording all intermediate & final measurement.

#### **C.14. Clearing of Materials**

Before starting any work, work site, where necessary, must be properly dressed after cutting clearing all varieties of jungles shrubs, bamboo clusters or any undesirable vegetation from the alignment or site of works on completion of works all temporary structure or obstruction including some pipes in underground work, if any, must also be removed. All scars of construction shall be obliterated and the whole site shall be left in a clear and neat manner to the satisfaction of the Engineer- In-Charge. Total length (in case of road project) shall be demarcated by proper chaining along with fixing post as per direction of Engineer-in-Charge on both side of the alignment and Bench Marking at desired locations as per direction of Engineer-in-Charge. No separate payment shall be made for all these works, the cost thereof being deemed to have been included in the rates of various items of works quoted by the contractor in the schedule of probable items of works.

#### **C.15. Sundry Materials**

The contractor must erect temporary pillars, master pillars etc. as may be required in suitable places as directed by the Engineer-In-Charge at his own cost before starting and during the work by which the departmental staff will check levels layout different works and fix up alignment and the contractor shall have to maintain and protect the same till completion of the work. All machineries and equipments like Level Machine, Staff, Theodolite etc. and other sundry material like, pegs, strings, nails flakes instruments etc. and also skill labour require for setting out the levels for laying out difference structures and alignment shall also be supplied by the contractor as per direction of Engineer-in-Charge at his own cost without any extra claim towards the department.

#### **C.16. Supplementary / Additional items of Works**

Notwithstanding the provisions made in the related printed tender form any item of the work which can be legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed with manner as stated below: -

- (a) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the P.W.D. schedule of rates of probable items of work forming part of tender document Rates for the working area enforce at the time of preparation of the estimate.
- (b) In Case, extra items do not appear in the above P.W.D. Schedule of Rates, such items for the works shall be paid at the rates entered in the P.W.D. Schedule of Rates for the working area enforce at the time of preparation of the estimate.
- (c) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (Ten percent) will be allowed only; the contractual percentage will not be applicable.

Black-market rates or unbalanced market rates shall never be allowed.

Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a) & (b) stated above only.

It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

#### **C.17. Covered up works**

When one item of work is to be covered up by another item of work the latter item shall not be done before the formal item has been measure up and has been inspected by the Engineer-in-Charge or the Assistant Engineer or the authorized representatives of the Engineer-in-Charge and order given by him for proceeding with the latter item of work. When however, this is not possible for practical reasons, the Sub-Assistant Engineer, if so authorized by the Assistant Engineer may do this inspection in respect of minor works and issue order regarding the latter item.



#### **C.18. Approval of Sample**

Samples of all materials to be supplied by the contractor and to be used in the work shall have to be approved by the Engineer-in-Charge and checking the quality of such materials shall have to be done by the concerned Department or as directed by Engineer-in-Charge prior to utilization in the work.

#### **C.19. Water and energy**

The contractor shall have to arrange on his own cost, required energy for operation of equipments and machineries, for operating of pumping set, illuminating work site, office etc. that may be necessary in difference stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work. Arrangement for obtaining water for the work should also be made by the contractor at his own cost. All cost for getting energy and / or for any purpose whatsoever will have to be borne by the contractor for which no claim will be entertained.

All materials, tools and plants and all labour (skilled and unskilled) including their housing, water supply, sanitation, light, procurement of food for contractors staff & crews, medical aids etc. are to be arranged for by the contractor at his own cost. The cost for transportation of labour, materials and all other incidental items as required for work shall also have to be borne by the Contractor without any extra claim from department.

#### **C.20. Road opened to traffic**

It should be clearly understood that the contractor will be responsible to keep the road open to all kinds of traffic during execution of the work. The work should be so arranged and the programmed of work must be as adjusted as would not disturb the smooth flow of road traffic in any way. If necessary diversion road should be provided and maintained by the contractor at his own cost for the entire period of work, if not separately provided in the tender. The Contractor should take all necessary precautions including guarding, lighting and barricading as necessary, to guard against the chances of injury or accident to the road user and traffic and ferry users during execution of the work for which nothing extra will be paid except otherwise mentioned in specific price schedule. The contractor will also indemnify the Department against consequences of any such injury or accident, if so happens, as per opinion of the Engineer-in-Charge, due to contractor's fault in compliance with any of such obligations.

Suitable road sign as and where necessary should be provided by the contractor at his own cost as per direction of the Engineer-in-charge and shall also be maintained till the completion of the work. Road barriers with red light at night are to be placed where the existing surface is disturbed with proper road signs. All these shall be done at the cost of the contractor without any extra claim towards department.

#### **C.21. Drawings**

All works shall be carried out in conformity with the drawings supplied by this Department. The Contractor shall have to carry out all the works according to the departmental General Arrangement Drawing and Detail Working Drawings to be supplied by the Department from time to time.

#### **C.22. Serviceable Materials**

The responsibility for stacking the serviceable materials (as per decision of the Engineer-in-Charge) obtained during dismantling of existing structures / roads and handing over the same to the Engineer-in-charge of work of this Department lies with the contractor and nothing will be paid on this account. In case of any loss or damage of serviceable materials prior to handing over the same to this Department, full value will be recover from the Contractor's bill at rates as will be assessed by the Engineer-in-charge.

#### **C.23. Unserviceable Materials**

The Contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dressed up and clear the work site after completion of work as per direction of the Engineer-in-Charge. No extra payment will be made on this account.

#### **C.24. Contractor's risk for loss or damage**

All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the contractor without any extra claim towards department.

#### **C.25. Idle labour & additional cost**

Whatever may be the reason no claim on idle labour, enhancement of labour rate additional establishment cost, cost of Toll and hire and labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.

#### **C.26. Charges and fees payable by contractor**

- a) The contractor shall pay all fees required to be given or paid by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liabilities of every kinds for breach of such statute regulation or law.
- b) The Contractor shall save, harmless and indemnify the department from and against all claims, demands, suit and proceedings for or an account of infringement of any patent rights, design, trade mark of name of other protected write in respect of any constructional plant, machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

#### **C.27. Issue of Departmental Tools and Plants**

All Tools and Plants required for the work will have to be supplied by the Contractor at his own cost; all cost of fuel and stores for proper running of the Tools and Plants must be borne by the Contractor.

#### **C.28. Realization of Departmental claims**

Any some of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Government and set off against any claim of Government for the payment of sum of money arising out of this contract or under any other contract made by the contractor with the Government.

#### **C.29. Compliance of different Acts**

The contractor shall comply with the provisions of the Apprentices Act, 1961, Minimum Wages Act, 1848. Contract Labour (Regulation and Abolition) Act 1970 and the rules and orders issued hereunder from time to time. If he fails to do so, Engineer-in-Charge or Superintending Engineer may at his discretions, take necessary measure over the contract.

The Contractor shall also make himself for any pecuniary liabilities arising out on account of any violation of the provision of the said Act(s). The Contractor must obtain necessary certificate and license from the concerned Registering Office under the Contract Labour (Regulation & Abolition) Act, 1970.

The contractor shall be bound to furnish the Engineer-In-Charge all the returns, particulars or date as are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the Engineer-in-Charge may at his discretion take necessary measures over the contract.

#### **C.30. Safety, Security and Protection of the Environment**

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein: (a) have full regard for the safety of all persons and the Works (so far as the same are not completed or occupied by the department),

(b) provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer-in-Charge for the protection of the Works or for the safety and convenience of the public or others,

(c) take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation,

(d) ensure that all lights provided by the Contractor shall be screened so as not to interfere with any signal light of the railways or with any traffic or signal lights of any local or other authority.

#### **C.31. Commencement of work**

The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Notice Inviting Tender.

#### **C.32. Programme of work**

Before actual commencement of work the contractor shall submit a programme of construction of work with methodology clearly showing the required materials, men and equipment. The contractor will submit a programme of construction in the pattern of Bar Chart or Critical Path Method and a time table divided into four equal periods of progress of work to complete the work within the specific period for approval of the Engineer-In-Charge who reserves the right to make addition, alterations and substitutions to such programme in consultation with the contractor and such approved programme shall be adhered to by the contractor unless the same is subsequently found impracticable in part or full in the opinion of the Engineer-In-Charge and is modified by him. The contractor must pray in writing, showing sufficient reasons therein for modification of programme.

The conditions laid down in clause 2 of the printed tender form regarding the division of total period and progress to work and the time table there for as provided in the said clause shall be deemed to have been sufficiently complied with the actual progress of work and does not fall short of the progress laid down in the approved time table for one fourth, half and three fourth of time allowed for the work.

### **C.33. Setting out of the work**

The contractor shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of work, if any rectification or adjustment becomes necessary the contractor shall have to do the same at his own cost according to the direction of the Engineer-in-Charge. During progress of works, if any, error appears or arises in respect of position, level, dimensions or alignment of any part of the work contractor shall at his own cost rectify such defects to the satisfaction of the Engineer-in-Charge. Any setting out that may be done or checked by either of them shall not in any way relieve the contractor from their responsibility for correctness and rectification thereof.

### **C.34. Precautions during works**

The contractor shall carefully execute the work without disturbing or damaging underground or overhead service utilities viz. Electricity, Telephones, Gas, Water pipes, Sewers etc. In case disturbances of service utilities is found unavoidable the matter should immediately be brought to the notice of the Engineer-in-Charge and necessary precautionary measures as would be directed by the Engineer-in-Charge shall be carried out at the cost and expenses of the contractor. If the service utilities are damaged or disturbed in any way by the contractor during execution of the work, the cost of rectification or restoration of damages as would be fixed by the Engineer-in-Charge concerned will be recovered from the contractor.

### **C.35. Testing of qualities of materials & workmanship**

All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per M.O.R.T. & H's specification for Road and Bridge Works (Latest Revision) and relevant IS codes and the Engineer-In-Charge reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument, machine, labour and materials as the Engineer-in-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the Engineer-in-Charge without any extra cost. Besides this, he will carry out tests from outside Laboratory as per instruction of Engineer-in-Charge.

The cost of all such tests shall be borne by the agency and that must be considered during quoting rate.

### **C.36. Timely completion of work**

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of commencement as mentioned in work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

### **C.37. Procurement of materials**

All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorized and approved source.

### **C.38. Rejection of materials**

All materials brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Engineer-In-Charge shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for any loss or damage of that account.

### **C.39. Implied elements of work in items**

Except of such items as are included in the Specific Priced Schedule of probable items and approximate quantities no separate charges shall be paid for traffic control measures, shoring, shuttering, dewatering, curing etc. and the rates of respective items or works are to be deemed as inclusive of the same.

### **C.40. Damaged cement**

Any cement lying at contractor's custody which is found at the time of use to have been damaged shall be rejected and must immediately be removed from the site by the contractor or disposed of as directed by Engineer-in-Charge at the costs and expenses of the contractor.

### **C.41. Force Closure**

In case of force closure or abandonment of the works by the Department the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

### **C.42. Tender Rate**

The contractor should note that the tender is strictly based on the rates quoted by the Contractor on the priced schedule of probable item of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Authority. If variations become necessary due to

design consideration and as per actual site conditions, those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. **No conditional rate will be allowed in any case.**

#### **C.43. Delay due to modification of drawing and design**

The contractor shall not be entitled for any compensation for any loss due to delays arising out of modification of the drawing, addition & alterations of specifications.

#### **C.44. Additional Conditions**

A few additional conditions under special terms and conditions:

1. Rate quoted shall be inclusive of clearing site including removal of surplus (both serviceable & unserviceable) earth, rubbish, materials etc. as per direction of the Engineer-in-Charge.
2. Rate quoted shall be inclusive of West Bengal Sales Tax, Income Tax Octroi and all other duties, if any.
3. **In order to make the local people aware, a permanent concrete board (in case of road schemes) or embedded metal/stone plaque (in case of construction of buildings, boundary wall, bridge, culvert, drinking water facility etc.) displaying the following facts should be erected / embedded:**
  - a) **Name of the Hon'ble M.L.A. and source of fund;**
  - b) **The Name of the Project Implementation Agency;**
  - c) **Fund utilized for the scheme;**
  - d) **Date of completion of the scheme;** and
  - e) **Physical achievement of the scheme.****The cost of the same may be borne out of the contingency part of the estimated amount of the scheme.**
4. The Contractor is to display caution board maintaining I.R.C. norms at his own cost as per direction of Engineer-in-Charge.
5. Deep excavation of trenches and left out for days shall be avoided.
6. Labour welfare CESS will be deducted @ 1(one) % of value of the works as per rule.
7. The whole work will have to be executed as per drawings supplied by Authority available in this connection at the tender rate.
8. Income Tax will be deducted from each bill of the contractor as per applicable rate and rules in force.
9. In accordance with the West Bengal Taxation Laws (amendment) Ordinance, 1993 amending the West Bengal Finance (Sales Tax) Act, 1994 necessary S.T / GST will be deducted as per rate in force from the bill in addition to other deduction as per extent rules.

#### **C.45. Payment of Bills**

As mentioned in clause 5 of this NIT.

#### **C.46. Arbitration**

There shall be no provision of Arbitration. Hence Cl. 25 of 2911 (ii) is omitted vide notification no 558 / SPW dt. 13.12.2011 of Secretary, to the Govt. of West Bengal.

#### **C.47. Price Adjustment OR Price Escalation**

As mentioned in Cl. 12 of this NIT.

## **SECTION – D**

### **Technical Specification for Works**

#### **D.1. Name of Work**

**Renovation of Tourist Information Centre at New Jalpaiguri Railway Station premises in the Dist. Jalpaiguri.**

#### **D.2. Site Condition**

The contractor before tendering must visit the site and satisfy himself as to the extent of the proposed construction difficulties and problems, if any, to start, to continue and complete the work within the time as stipulated in this tender without dislocation of normal traffics during day as well as to night. No interruption in works due to any site condition shall be engaged as to complete the work in time. The execution of the work should however be planned and phased so that there are no undue hazards to the movement of normal traffic over the road. No additional payment will be entertained on this account. Difficulties and inconveniences in transporting materials over the bad roads, Kutchra roads, incomplete roads and over the weak and damaged culverts should be taken into consideration by the Contractor. The materials for the work may be required to carry over Kutchra roads. These approach roads should be maintained by the Contractor at his own cost.

Difficulties in collection of different materials in lot, over the road flank due to insufficient space if there be, should be noted by the bidder. No rate or time will be allowed on these accounts as stated. The bidder should quote his rate taking into consideration regarding security of the materials. Nothing would be entertained under any circumstances beyond the respective tendered provisions.

#### **D.3. Preliminaries**

During execution of the work contractor will remain responsible for providing reasonable facilities to traffic on the road and also lighting and guarding of the road during night for its safety while the work is in progress and no extra rate will be paid on this account before taking up the work.

Approximately half of the road width including one flank shall be kept clear to the traffic from all obstruction and the surface shall be properly cleaned and leveled as far as possible.

Sign Boards / Direction Boards are to be erected at required points of specified size indicating in red letters on a white back ground as per direction of the Engineer-in-charge. Cost of which should be borne by the agency.

Road barriers shall be placed wherever the existing road surface disturbed with proper road signs. During night, these should be provided with the light, Night Guard e.g. 'Chowkidar' for watching the barrier etc. shall also be maintained by the Contractor to give due warning to road users specially at night.

#### **D.4. Specifications & Mode of execution**

Unless otherwise stipulated specifically all the item of works are to be done as per relevant sections, general conditions and general guideline as mentioned either in—

- (i) **Public Works Department (PWD) Schedule of Rates for Building Works** and Materials & Labour in force for different district of West Bengal including up-to date addenda and corrigenda.
- (ii) **Public Works Department (PWD) Schedule of Rates for Bridge & Road Works** and Materials & Labour in force for different district of West Bengal including up-to date addenda and corrigenda.
- (iii) **Public Works Department (PWD) Schedule of Rates for Sanitary & Plumbing Works** and Materials & Labour in force for different district of West Bengal including up-to date addenda and corrigenda.

For general conditions and general specifications of items of works including supply and carriage works, not appearing in the aforesaid two specification books, relevant '*Schedule of Rates for Road works, Bridge & Culvert Works*' published from Superintending Engineer, Bridge Planning Circle, Public Works (Roads) Department for different district of West Bengal including up-to-date addenda and corrigenda, if any, issued from competent authority as applicable for the working area at the time of submission of tender will be considered.

Sd/-

**Dy. Director of Tourism, North Bengal  
Regional Tourist Office, Siliguri**

**Memo No.: RTO/547/I(10)/2019-20**

**Date: 25.11. 2019**

**Copy for information with a request to put up on Office Notice Board for publicity:**

1. The Director of Tourism, Directorate of Tourism, Govt. of West Bengal, New Secretariat Buildings, Block – A, 3<sup>rd</sup> Floor, 1, Kiran Shankar Roy Road, Kolkata – 700 001.
2. The Sub Divisional Officer, Vivekananda Bhawan, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
3. The Sub Divisional Information & Cultural Officer, Mainak Tourist Lodge Complex, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
4. Office Notice Board.

Sd/-

**Dy. Director of Tourism, North Bengal  
Regional Tourist Office, Siliguri**