



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF AGRICULTURE  
OFFICE OF THE ASSISTANT DIRECTOR OF AGRICULTURE (ADMN)  
SOIL CONSERVATION, COOCH BEHAR

Memo No. 58 /

Dated: 28 / 02 / 2022

❀❀❀ **NOTICE INVITING TENDER NO. – 07 OF 2021-22** ❀❀❀

1. **INVITATION**

Separate Sealed Tenders in W.B. from No 2911(ii) for each site specific work are invited by The Assistant Director Of Agriculture (Admn), Cooch Behar on behalf of the Governor of West Bengal from the bonafied Beneficiary /Water Shed Group/Committee/Organisation with sound technical & financial capability and have experience in executing the similar nature of work in any state government Department for the works stated in the enclosed list with necessary particulars, for “*Excavation Of Water Harvesting Structure Under SDS 2021-22*” as indicated in the **Annexure –A.**

2. **QUALIFING CRITERIA**

- I. The intending tenderers should submit the Tender Documents in the Letter Heads of their Firm/ Company enclosing self attested photo copies of GST Registration certificate, Current Trade License, PAN Card/ receipt of annual I.T. return for the last financial year submitted & Professional Tax Clearance Certificate, Sales Tax Clearance Certificate and credential (completion certificate / payment certificate) of executing & completing of same nature of works in a single order for an amount of 40% of the amount put to tender during any of the last 3 (Three) financial years i.e., 2018 – 2019 to 2020 - 2021 up to the satisfaction of Tender Inviting Authority.
- II. Self-attested copy of all the following documents shall have to be submitted along with application. Original copies are to be produced for verification during purchase of tender papers:
  - i) Professional Tax Clearance Certificate, PAN Card ,Receipt of Annual I.T. Return for the last financial year submitted.
  - ii) Valid Trade License.
  - iii) Payment / Completion Certificates in support of credentials.
  - iv) Registration Certificate, Bye-Laws and current Audit Report [for Registered Co-operative Societies formed by Un-Employed Engineers]
  - v) Registration Certificate and current Audit Report [for Registered S.S.I. Unit]
  - vi) GST Registration Certificate.
- III. Earnest Money – The tenderer shall have to enclose requisite earnest money with the tender in prescribed manner failing which the tender shall be rejected.

3. **TIME SCHEDULE FOR APPLICATION, PURCHASE, SUBMISSION AND OPENING OF TENDER DOCUMENTS**

I) Last date of receiving application for issuance of Tender Documents	:upto08.03.2022 upto14.00hours
II) Last date of issue of tender Documents	:09.03.2022 at 14.00hours.
III) Last date & Time of Receiving Tender	:11.03.2022 at 17.00hours
IV) Date & time of Opening of Tender	:14.03.2022 at14.00hours

Tenders will be opened by The Assistant Director Of Agriculture (Admn) Soil Conservation, Cooch Behar in presence of tenderers or their authorized representatives who may like to be present.

4. i) Tender (consisting of all tender documents & printed form etc.) neatly and duly filled in along with prescribed earnest money should be placed in sealed envelop (separate for each group) super scribed with the name of work, NIT no & Group no addressed to Tender Inviting Authority shall be dropped in the tender box kept the office of the Assistant Director Of Agriculture (Admn), Soil Conservation, Cooch Behar for the purpose within stipulated date & time.  
ii) If the last date of receiving of tender document/application remain close for any unavoidable/ administrative reasons, the application/ Receive of Tender documents will be on the next working day on same time and place.
5. Tender shall be opened by the O/O Assistant Director Of Agriculture (Admn), Soil Conservation, Cooch Behar , on the mentioned date and time in the aforesaid office in the presence of participating tenderers or their authorized representatives who may like to remain present.
6. Earnest Money in the shape of Bank Draft/Pay Order from any Bank under the control of the Reserve Bank of India should be drawn in favour of the Assistant Director Of Agriculture (Admn), Soil Conservation Cooch Behar & have to be deposited along with Tender Documents. No earnest money will be received, if it is drawn before the date of notification of this tender notice and submission of the same will be treated as informal tender.
7. The agency should quote the rate in figure as well as in words in the specified space in the W.B. form no 2911(ii) in percentage above / below / At Par with / the rates shown in the specific price schedule of probable items.
8. The Tender Accepting Authority does not bind himself to accept the lowest tender and reserves the right to reject any tender or all the tenders received without assigning any reason what so ever. All the tenders in which any of the prescribed conditions are not fulfilled will be rejected.
9. Each & every pages of Tender Form along with all other tender documents must be signed and stumped by the agency concerned.
10. The successful tenderer will have to execute agreement in West Bengal Form No.2911 (ii) , which may be obtained from the office of the Assistant Director Of Agriculture (Admn), Soil Conservation, Cooch Behar , or download online for each set within 7 (seven) days from the date of receipt of the letter of acceptance, failing which, his tender will liable to be cancelled and the Earnest money deposited by him will be forfeited to the Government as per rule.
11. The security money, so deposited/ deducted, will be refunded after expiry of defect liability period of 6(Six) months from the date of completion of work.
12. In case of successful tenderer, the earnest money will be automatically converted into initial security deposit. The rest of the Security deposit will be deducted from the final bill amount as per rule.
13. Payment will be made on the basis of the work actually done by the contractor against each site, measured, and approved by Department.
14. TDS on GST, Income Tax, Cess etc. will be deducted from the Contractor's Bill as per rule.
15. Payment will be made as and when the Fund will be available from the concerned source or so.

  
[ASHOKE KUMAR DEY]  
Assistant Director Of Agriculture (Admn)  
Soil Conservation, Cooch Behar  
Cooch Behar

## Annexure – I

## NOTICE INVITING TENDER NO 07 OF 2021 – 22

Details of specification of site specific works are given below:-

Sl No	Name of the work	Site of Work (Community Basis)	Amount put to tender including GST & Others(Rs)	Earnest Money deposit @ 2% (Rs)	Cost of tender documents (Rs)	Period of completion
1	EXCAVATION OF WATER HARVESTING STRUCTURE UNDER SDS DURING 2021-22	<b>Block:</b> Mathabhanga I, <b>GP:</b> Kedarhat, <b>Mouza:</b> Kesharibari, <b>JL No:</b> 023, <b>Plot No:</b> 1997, <b>Khatian No:</b> 91	117475	2350	Nil	15 days
2		<b>Block:</b> Mathabhanga I, <b>GP:</b> Kedarhat, <b>Mouza:</b> Choto Kesharibari, <b>JL No:</b> 045, <b>Plot No:</b> 2387, <b>Khatian No:</b> 458/1	117475	2349	Nil	15 days
<b>Total</b>			<b>234950</b>	<b>4699</b>		

  
 Assistant Director of Agriculture (Administration)  
 Soil Conservation, Coochbehar

Memo No. 58 / 1 (17)

Dated: 28 / 02 / 2022

Copy forwarded for information and wide circulation.

1. The Sabhadhipati, Cooch Behar Zilla Parisad, Cooch Behar.
2. The District Magistrate, Cooch Behar.
3. The Director of Agriculture & E.O.S., Govt. of West Bengal. He is requested to take necessary action to display this N.I.T. on the Website of the Administrative Department as per G.O.No.5400-F(Y) dated, Kolkata, the 25.06.2012
4. The Joint Director of Agriculture (Soil Conservation) West Bengal, Kolkata-1
5. The Deputy Director of Agriculture (Admn), Cooch Behar
6. The Krishikarmadhakshya, KSOSSS, Cooch Behar Zilla Parisad
7. The District Information Officer, Cooch Behar, he is requested to kindly publish this notice in the District Website
- 8 to 10. The Assistant Director of Agriculture (Soil Conservation), Cooch Behar/Tufanganj/Mathabhanga with a request to be Present on the event of opening of tender as per schedule date & time positively.
11. Representative from O/O Deputy Director of Agriculture (Admn), Cooch Behar with a request to be present on the event of opening the tender as per schedule date & time positively.
- 12 to 14. The Junior Engineer O/o The Assistant Director of Agriculture (Soil Conservation), Cooch Behar/Tufanganj/Mathabhanga with a request to be present on the event of opening of tender as per schedule date & time positively.
15. The Post Master, Cooch Behar Head Post Office, Cooch Behar for wide publication.
16. Account Section of the Office.
17. Notice Board of the office.

  
[ASHOKE KUMAR DEY]  
Assistant Director Of Agriculture (Admn)  
Soil Conservation, Cooch Behar  
Cooch Behar

## Special Terms and Conditions and Technical Specification of Notice Inviting Tender No. 07 of 2021-22

- 1) Notwithstanding anything contains in the form in which the contract is executed the following shall constitute special terms and conditions of contract and shall be binding on the Contractor.
- 2) No claim shall be entertained on no benefit shall be arrived at out of any typographical, arithmetical and clerical mistake in the tender papers viz. schedule, terms and conditions etc.
- 3) The specification for the work will be governed by the specifications as laid down in the WRDD/P.W.D.(WB)/ I&WD schedule of rates.
- 4) Before submission of tender the contractors shall inspect the sites of work, get themselves thoroughly acquainted with the local conditions and difficulties under which the work will have to be carried out. They should consider among others the nature of soil, climatic conditions of the locality, depth of water in the area of work, conditions of the existing pucca roads, transport difficulties, non-existence of the road in many places etc. extra cost involved due to above factors and other shall be included in the rates to be quoted by them. **Office will never be liable to mobilize any hurdles for execution of work from agencies end.**
- 5) All rates to be quoted by the contractors shall be inclusive of all incidental fees and charges i.e. Royalties, Octroi Tax on materials, Electricity, water and other charges of Municipalities or Statutory bodies, Sales Tax, Income Tax etc. Nothing extra will be paid on such account.
- 6) The successful tenders shall have to execute agreement under the prescribed form with **The Assistant Director Of Agriculture (Admn), Soil Conservation, Cooch Behar**, and the amount to cover 10% will be deducted from the bills.
  - a. The tender shall be submitted in the prescribed form in English and all literatures and correspondences in connection with the tender shall be in English.
  - b. The tenderer shall be entirely responsible for the sufficiency of rates quoted by him in his tender.
  - c. **Complete postal address, corresponding mobile no and e-mail ID must be clearly mentioned in the time of submission of tender documents.**
  - d. **GST and all other relevant taxes will be deducted as per Government Order.**
- 7) No claim for idle labour should be entertained under any circumstances.
- 8) The successful tender should get the quantity / sample approved by the Engineer-in-charge before affecting the supply / starting of work.
- 9) The contractor shall arrange all transport of tools, plants, implements and materials etc. at their own cost.
- 10) For all items of contract works, unskilled labours shall have to be local labours. Normally without the consent of the Engineer-in-charge, no unskilled labour should be imported from any district other than that where the work is to be executed. Imported labours can be engaged with the permission of the Engineer-in-charge, where the exigency of progress of work so demands.
- 11) The contractor shall remove all unserviceable materials at the place as directed. He should leave and dress up the work site after completion of the work as per direction of the Engineer-in-charge of work. No extra payment will be paid on this account, unless specifically provided in the priced schedule.
- 12) In case of confusion over any clause/terms/conditions of the tender the decision of **Assistant Director Of Agriculture (Admn) Soil Conservation, Cooch Behar** shall be final and binding.
- 13) The rates are inclusive of all necessary expenditures to cover all incidental factors like location, condition and approachability of the site. No extra claim on any ground of damaged road, unfavorable site condition etc. shall be entertained.
- 14) No escalation of rates within the validity period of the tender shall be entertained under any circumstances.

- 15) Cost of the works are to be included in the rates quoted for relevant items and no extra for these items of works should be paid under any circumstances.
- 16) The exact location of the site for execution of the works will be shown and handed over to the contractor by the Engineer-in-charge or his/her authorised representative.
- 17) Time is the essence of the contract and the contractor shall have to put in full endeavor to maintain the target schedule by arranging required tools and plants and adequate labour force for completion of the work within the stipulated completion period. Under normal circumstances no extension of time shall be allowed.
- 18) Extension of item may be granted in consideration of unavoidable delay in completion of the works due to, whether directly or indirectly and strike, look out acts of God, invasion, enemy action, riot or confusion, requisition of, or damage to property by or under the order of any government of public or local authority, natural calamities like earthquake or flood or any other causes beyond control, the contractor shall within 7 (Seven) days from the date when cause of any such delay occurs, notify the government in writing of the cause of the delay and the government may extend time of completion after ascertainment of the acts and the extend of the delay that may necessitate an extension of time for completion works when it is judgment such extension is justified. Any claim for compensation idle labour charge etc. on the above grounds will not be accepted.
- 19) Immediately after taking over the site, the contractor shall inform the Engineer-in-charge, about the work programme in writing.
- 20) The work shall be carried out strictly according to the tendered schedule of work and specification laid down therein. No extra or supplementary item of work shall be taken up nor shall any deviation from scheduled specification or drawing be made without prior written approval of the Engineer-in-charge.
- 21) The mode of execution of all construction work and mode of measurement shall be as laid down in the current WRDD/PWD/I&WD schedule if not otherwise mentioned in this contract.
- 22) The workmanship and finishing of the work should be of first class and up to the entire satisfaction of the Engineer-in-charge.
- 23) Samples of goods to be supplied by the contractors and used in the works shall have to be get approved by the Engineer-in-charge of work prior to being utilized in work.
- 24) All works viz. cutting holes, chases, reassess trenches etc. at any place which may be necessary in executing any item of work in the schedule of items and subsequent restoration as specification as well as direction of the Engineer-in-charges are included in the rates such items and shall not be paid separately unless specifically provided in the priced schedule.
- 25) Testing of materials if necessary, arrangement for the same should also be made by the supplier / contractor at their own risk and cost.
- 26) The contractor shall supply necessary labour (skilled and unskilled) as well as proper construction equipment's including tools and plants for execution of the work.
- 27) The supply of materials viz. Bamboo, Sand ,eath etc. may not be issued from the department. No claim whatsoever will be entertained for detention or loss of contractors. Labour and conveyance etc. arising out of such irregular supply of materials mentioned above.
- 28) All provisions of labour laws including all amendments thereof shall be strictly followed by the contractor for execution of the work under this contract.
- 29) The contractor shall pay charges and fees legally payable for acts arising out of their work and hold the employer free from all such costs.
- 30) Contractor shall make necessary arrangement for water required for work and for drinking purpose of his labour force including accommodation of the workers at the site at his own cost.
- 31) Tender received late (i.e. beyond the schedule time) on account of any reason, whatsoever will be returned to the tenderer unopened telegraphic tender will not be entertained.

- 32) If administrative reason, the date of receiving for dropping of tenders be declared a holiday or office remain closed for any reason, whatsoever, the tender will be received and opened on the next working days at same time and place. The tender shall be valid for a period of 180 (one eighty) days from the date of opening of tender and award contract shall normally be made within 180 (one eighty) days from the date of opening of tender.
- 33) Tender papers will be signed in all pages under proper seal of the firm.
- 34) If a tender is submitted by Limited Company or a Limited Corporation it shall be signed by person holding the power of attorney for signing the tender in which case a certified copy of the power of attorney shall accompany the tender. Such Limited Company will be required to furnish satisfactory evidence of its existence before the contract is awarded.
- 35) Tender papers will be issued to the tenderers at the time of purchase and all those papers must be submitted while dropping the tenders, otherwise the tenders will be treated as informal.
- 36) Tender papers shall be allowed in a sealed cover with tender reference and name of the work super scribed on it in capital letters on the left side of the envelop, including the group applied for.
- 37) Earnest money deposited with the tender shall remain valid for at least 90 days from the date of opening tender. Tenders not accompanied by earnest money deposit shall be rejected as non-responsible request for transfer of earnest money of other tender will not be entertained. Earnest Money deposited will be returned promptly to the unsuccessful tenderers after finalization of tender. Earnest Money deposited will be returned to the successful tenderer after finalization of security of performance and duly entering into the contract. If during the tender validity period the tenderer withdraws his tender the Earnest Money deposited shall be forfeited and tender may be disqualified from tendering for further works in this office establishment.
- 38) On successful tenders, the token Earnest Money will be released after finalization of the tender on application.
- 39) Maintenance period of all defects & faults which may appear in any part of the work within 3 (Three) Months after completion are to be amended & freshened have to be rectified by the contractor at his own cost. In case of lot defaulter it shall be lawful for the Assistant Director Of Agriculture(Admn),SC to employ other Agencies for rectification and the cost thereof will be realized from the security deposit of the original contractor.
- 40) The work programme must be submitted by the agencies after receiving the work order directly to the concerned Engineer-In-Charge, with a copy to the undersigned.
- 41) Any change of specification and design must be approved by the Engineer-in-charge.
- 42) No excuse will be considered by showing the cause of non-availability of specific materials in the market.
- 43) In addition to all the condition mentioned above, all the terms of contract included in the prescribed contract form of Govt. of West Bengal, will be binding upon the contractor.
- 44) If administrative reason, the date of receiving for dropping of tenders be declared a holiday or office remain closed for any reason, whatsoever, the tender will be received and opened on the next working days at same time and place. The tender shall be valid for a period of 90 (Ninety) days from the date of opening of tender and award contract shall normally be made within 90 (Ninety) days from the date of opening of tender.
- 45) Security deposit less any accounts due shall be returned to the contractor after the defects liability period of six months from the date of successful completion of work or supply is over. Any defect arising during this period regarding construction will have to be rectified by the contractor at his own cost
- 46) The last date of completion of the work has to be completed within this specified date.

  
[ASHOKE KUMAR DEY]  
Assistant Director Of Agriculture (Admn)  
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