

## BELDA COLLEGE

(Affiliated to Vidyasagar University)  
Reaccredited & Graded 'A+' by NAAC (3<sup>rd</sup> Cycle)

### Details of Tender Notice

**Tender Notice No.: BC/ET/0001/2025-26**

**DATED: 27.05.2025**

The following tenders are invited by the undersigned for the work mentioned in the table below through electronic tendering (e tendering). The intending tenders may visit website of WB e-procurement system portal for the tender notice, other details & submission of bid will only be through the website <https://www.wbtenders.gov.in> . You can also view or download the tender notice or other tender related information from our college website [www.beldacollege.org.in](http://www.beldacollege.org.in)

#### List of Works:

Sl. No	Name of the Work	Estimated Amount	Earnest Money/ EMD (Rs.)	Tender Fee (Rs.)	Completion Time
1	Construction of Sheet Roofing at First Floor at Belda College	RS 7,82,574.00	15,700.00	1000.00	90 Days

#### Date & Time of Schedule:-

Sl No	Particulars	Date & Time
.	NIT Publish Date	27.05.2025
2	Document Download Start Date	27.05.2025 at 10:00 Hours
3	Bid Submission Start Date (both Technical and Financial).	27.05.2025 at 10:00 Hours
4	Bid Submission End Date (both Technical and Financial).	11.06.2025 at 17:00 Hours
5	Date of opening of Technical Bid	13.06.2025 at 11:00 Hours
6	Date of uploading the list of technically qualified bidder.	13.06.2025 at 12:00 Hours
7	Date of opening of Financial Bid	Will be notified later
8.	Date of uploading of Financial Evaluation	Will be notified later

9.	Submission of EMD	EMD and Tender Fee amount will be submitted through <b>NEFT/RTGS</b> at the time of Application/bidding to <b>Belda College PNB A/C No. 1214000100072350, IFSC – PUNB0121400</b> , Belda Branch and Receipt copy to be uploaded. (Refundable without any Interest)
10.	Completion period for Supply / installation of items	3 (Three) Months from the date issue of Work Order.

### **Eligible & Experience Criteria**

1. General Guidance for e-tendering: Instructions/ Guidelines for electronic submission of the tenders have been annexed for guidance/ assistance of the tenderers to participate in e-tendering.
2. Registration of Tenderer: Any Tenderer willing to participate in e-Tendering will have to get himself enrolled & registered with the government e-procurement system by logging on to <http://wbtenders.nic.in>. The tenderer is to click on the link for e-tendering site as given on the web portal.
3. Digital Signature Certificate (DSC): For submission of tenders, each tenderer is required to obtain a Digital Signature Certificate (DSC) from the approved service provider or the National Informatics Centre (NIC) on payment of requisite amount, the details of which are available at the website.
4. A tenderer can search & download NIT & tender documents electronically, the only mode of collection of tender documents, from computers once he logs on to the website using Digital Signature Certificate.
5. Submission of Tenders: General Process of Submission:  
Both the Technical Bid and Financial Bid in separate folders will have to be submitted online in the website at a time for each work before the notified date & time using the Digital Signature Certificates (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website (These documents will get encrypted i.e. transformed into non-readable formats).

## COVER "A"

### Technical Bid

(Technical Bid should contain scanned copies of the following in one cover)

- i). Scanned copy of Trade License.
- ii). Scanned copy of Demand Drafts/ Bankers Cheque / NEFT or RTGS Remittance Challan Copy towards earnest money (E.M.D.) and as prescribed in the N.I.T. against each of the works in favour of Belda College.
- iii). Scanned copy of proper Credential Certificate in form of Completion Certificate/ Payment Certificate of at least one work of similar nature having a magnitude of 40% (forty) percent of the amount put to tender under the State Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 05 (Five) years from the date of issue of this Notice.
- iv). Scanned copies of P Tax enrollment copy along with Professional Tax (P Tax) Deposit Receipt/ Challan for the current Financial Year, the I.T., PAN Card, the GST Registration Certificate along with GST updated Return Copies to be uploaded.
- v). Scanned copy of Registration Certificate under the Companies Act. (If applicable).
- vi). Scanned copy of Registered Deed of Partnership Firm/ Article of Association & Memorandum (if applicable).
- vii). Scanned copy of Power of Attorney (for Partnership Firm/ Private Limited Company), (if applicable)
- viii). Scanned copy of upto date "No Objection Certificate" issued by the Assistant Registrar of Co-Operative Societies (ARCS), (if applicable).
- ix). An Engineering Co-Operative Society, if not categorically mentioned in NIT, will have to submit credential as mentioned above and is exempted from deposit of Earnest Money only.

N.B.: Original copies of all documents have to be produced on demand for checking otherwise tender will be rejected.

## COVER "B"

### Financial Bid

The Financial Proposal should contain the following documents in one cover (folder). i.e. The Contractor is to quote the rate (percentage Above/ Below/ At Par) online through computer in the space marked for quoting rate in Bill of Quantities (BOQ), only downloaded copies of the above documents are to be uploaded duly virus scanned & Digitally Signed by the Contractor.

8. Rejection of Bid: The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of contract without

thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

9. Tender Selection Committee:

- i). The Committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii). Intending Tenderers may remain present during the Scrutiny of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will be summarily be rejected.

**Sd/-**  
**Principal**  
Belda College  
Belda, Paschim Medinipur

**Copy forwarded to:**

1. *The BDO, Narayangarh Dev Block, Belda, Paschim Medinipur*
2. *The sub-Divisional Officer, Kharagpur.*
3. *The Honorable MLA of Narayangarh Assembly constituency*

## **INSTRUCTION TO BIDDERS**

**Submission of Tenders:** a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.Gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. (b) The financial Bid of the prospective tenders will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

### **A: A-1 . Statutory Cover Containing**

- i) Copy of Receipt for earnest money (EMD) as prescribed in the NIT.
- ii) Other Technical Documents required for eligibility
- iii) NIT (Download the NIT and upload the same by digitally sign)
- iv) Declaration regarding abandonment (Affidavit-Y)

N.B.: Bidder must download NIT & all other addendum, Corrigendum, etc. whatever documents uploaded by the tender inviting authority in the website and must go through carefully before quoting his rate.

### **A-2. Non-Statutory/Technical documents cover containing –**

Sl. No.	Category Name	Sub-Category Description	Details
A.	Certificates	Individual/Proprietor	<ul style="list-style-type: none"><li>i) Valid Trade License</li><li>ii) PAN Card</li><li>iii) Valid Acknowledgement of IT returns (for last 3 years).</li><li>iv) Latest P.Tax Challan &amp; P.Tax Certificate.</li><li>v) Copy of Provisional / GST Registration Certificate.</li></ul>
B.	Company Details	Company/Partnership/Society	<ul style="list-style-type: none"><li>i) Valid Trade License of the company</li><li>ii) Partnership Deed</li><li>iii) Society Registration</li><li>iv) MoA/AoA etc. as applicable.</li><li>v) Registered Power of Attorney (in case of Partnership firm, Limited Company)</li><li>vi) Latest GST Return copies for 3 months at the time of submission of the tender.</li></ul>
C.	Financial Info	Work in Hand	List of works which are in hand/progress currently

D.	Credential	Credential	i) One similar nature of work of 40% of the estimated amount during last 05 Years along with Payment Certificate
E.	Machineries & Technical Personnel	Agency should arrange the required machineries & appoint a technical Personnel for smooth work process	

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 and A-2) will render the tender liable to be summarily rejected for both Statutory & Non-Statutory cover.

#### **B: Financial Bid:**

- i) The financial bid should contain the following documents in one cover (folder) i.e., Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ.
- ii) Only the above documents are to be uploaded with digitally signed by the contractor/supplier.

### **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 in the SOR specification of the relevant State Government Department, Discrepancy, if any, found in the arithmetical calculation in B.O.Q. s should be brought to the notice of the Concerning Engineer of the Tender inviting Authority or the Tender inviting Authority Itself.

#### **C\_2 Concerning Engineer of the Tender inviting Authority:**

Tender inviting Authority have the right engage an engineer to overlook the work progress.

#### **C\_3 Terms & conditions in extended period:**

The extended time for completion of work allowed by the tender inviting authority for cogent reasons will automatically revalidate the tender to the extended period with all the same terms and conditions.

#### **C\_4 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, any other contractor or contractors 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 and precautions must be taken to guard against any chances of injury or accidents to workers, road users, occupants of the adjacent locality etc. Any damage to any property due to the negligence of the contractor, in the opinion of Tender inviting Authority, will have to be Repaired promptly by the contractor at his own cost and expenses subject to the direction and satisfaction of the Tender inviting Authority/Engineer-in-charge.

#### **C\_5 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 grant necessary certificates, if required, for booking of railway wagons etc. So as to avoid to hamper of work and no claim whatever on this ground will be entertained under any circumstances. Alternatively, 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\_6 Contractor's Site Office:**

The contractor shall have an office adjacent to the worksite 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 and such intimation to a contractor at the site office shall be deemed to have been duly served upon the contractor.

**C\_7 Incidental and other charges:**

The cost of all materials, hire charges of tools and plants, royalty on minor minerals/road Materials (if any), electricity and other charges of statutory local bodies, ferry charges, toll charges, loading and unloading charges, handling charges, overhead charges etc. Inclusive of Sales Tax (Central and/or State), Income Tax, Octroi Duty/Terminal Tax, Turnover Tax, GST etc. Shall be deemed to have been covered by the rates quoted by a contractor. All other charges for the execution of the specified work, including supply of materials and related carriage, complete or finished in all respect should be to 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\_8 Authorized Representative of Contractor:**

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

a) General day to day management of work.

a) To give requisition for Departmental materials, tools, & Plants etc. To receive the same and sign hand receipts thereof.

b) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken as token of acceptance by the contractor. The selection of the authorized representative shall be subject to the prior approval of the Tender inviting Authority concerned and

the contractor shall in writing seeks such approval of Tender inviting Authority giving therein the name of work, Tender No., the name, Address and the specimen signature of the representative he wants to appoint and specific purpose as specified here in above, which the representative will be authorized for, Even after first approval, the Tender inviting Authority may issue at any subsequent date, revise directions

about such authorized representative and the contractor shall be bound to abide by such direction. The Tender inviting Authority 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\_9 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 accordingly to the departmental General Arrangement Drawing and Detail working Drawing to be supplied by the Department from time to time.

**C\_10 Serviceable materials:**

The responsibility for stacking the serviceable materials (as per decision of the Engineer\_in charge) obtained during dismantling of existing structure/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 Tender inviting Authority /Engineer\_in\_charge.

**C\_11 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 Tender inviting Authority /Engineer\_in\_charge. No extra payment will be made on this account.

**C\_12 Loss or damage Contractor's risk for:**

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\_13 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\_14 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\_15 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\_16 Realization of Departmental Claims:**

Any sum 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\_17 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 of the concerned Authority 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 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 s 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\_18 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\_19 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\_20 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\_21 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 work, 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 maybe done or checked by either of them shall not in any way relieve the contractor from their responsibility for correctness and rectification thereof.

**C\_22 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\_23 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 work 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\_24 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\_25 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\_26 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 loss or damage of that account.

**C\_27 Implied elements of work in items:**

Except of such items as are included in the specific priced schedule of probable items and proximate quantities no separate charges shall be paid for traffic control Measures, shoring, shuttering, watering, curing etc. And the rates of respective items or works are to be deemed as inclusive of the same.

**C\_28 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\_29 Issue of Departmental Materials:**

Departmental materials will not be issued under any circumstances.

**C\_30 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\_31 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 items 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 Department. If variations become necessary due to design consideration and 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\_32 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 and alterations of specifications.

**C\_33 Additional Conditions:**

A few additional conditions under special terms and conditions:

C\_33\_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.

C\_33\_2 Rate quoted shall be inclusive of West Bengal Sales Tax, Income Tax, Octroi and all other duties, if ant.

C\_33\_3 The contractor is to display caution board maintaining I.R.C. norms at his own cost as per direction of Engineer\_in\_charge.

C\_33\_4 Deep excavation of trenches and left out for days shall be avoided.

C\_33\_5 Labour welfare Cess will be deducted @1(one) % of gross bill value as per rule.

C33\_6 The whole work will have to be executed as per Departmental drawings available in this connection at the tender rate.

C\_33\_7 Income Tax will be deducted from each bill of the contractor as per

applicable rate and rules in force.

C\_33\_8 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\_34 Refund of Security Deposit:

In respect of successful tenderers, the earnest money on acceptance of the tenders shall be converted as a part of security deposit (total security Deposit\_10%) . Balance part of security Deposit will be deducted from each bill so as to make the total amount of security equivalent to 10(ten) % of the total value of work so executed and the same will be released after one year from the date of completion of the work on due satisfaction of the E.I.C. Earnest money deposited by unsuccessful tenderers will be refunded on application to the Tender inviting Authority.

C\_35 Defect Liability Period:

Defect Liability Period for all the work is one year and will be calculated from the date of completion of the whole work.

C\_36 Specification of Work, Methodology:

Specification and methodology of works shall be as given in the Specification of Rural Roads of MORD and other relevant IRC & IS codes.

**AFFIDAVIT – Y**

(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 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 undersigned also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by the Govt or any other departments, during last 5 (five) years prior to the date of this N.I.T.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
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.

**Date:**  
**Place:**

**Signature of Bidder/Applicant**  
**Including Title and capacity in which**  
**application is made**