

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE ASSISTANT ENGINEER**  
**KOLKATA NORTH SUB DIVISION-III**  
**HOUSING DIRECTORATE**  
FLAT NO.- H/1, BANAPHOOL ABASAN, LAKE TOWN, KOLKATA-700089

Memo No: -84/NIT

Date:-04.03.2025

**SHORT NOTICE INVITING TENDER NO. - 4 OF 2024-25 OF**  
**THE ASSISTANT ENGINEER, KOLKATA NORTH SUBDIVISION NO-III,**  
**HOUSING DIRECTORATE.**

Sealed Tenders in printed form as specified are invited for the following work from eligible resourceful contractors as per particulars given below and will be received by the Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate, in the tender box kept at the office chamber on the date & time limit specified herein will be (except under unavoidable circumstances) opened by him or in his absence by such other officers as may be empowered by him on the same day, half-an hour after the time of receipt of tenders in presence of such intending tenderers or their authorised agents as may choose to attend.

Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate will have sole discretion to decide eligibility of the contractor on the basis of his submitted documents and reserves the right to refuse any explanation to contractors found ineligible after scrutiny.

Intending tenderer(s) must declare in his / their application, if there is any other firm in which he / they / is / are proprietor / partner(s) and have common identical interest.

The intending tenderer(s) seeking permission shall have to apply to the Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate,, on production of the original documents and a set of Xerox copy duly self attested and signed by the applicant on the following documents along with an application in their letter head with the signature. In case any representative who likes to apply on behalf of the Bidders, necessary Power of Attorney to be produced.

**Instruction to Bidders:**

**1. The Application must be accompanied with the following documents in original (Original documents may be called for verification of the required documents). –**

- a) All intending eligible contractors are required to produce valid certificate in original and photocopy thereof at the time of application paper. **Trade Licence, Current Income Tax Return dully received along with PAN Card, Professional Tax Deposit Receipt Challan (up to date), GST Registration Certificate and evidence of experience (all in original) for similar type of work and magnitude** as mentioned at the time of application of tender paper to the Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate, for being eligible to get permission for issue of tender form. The original document will be returned after scrutiny and photocopy of the same will be preserved by this office. The original may be retained by this office for one or two days due to scrutiny.
- b) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to sign on the Tender documents.
- c) Statement of working experience indicating value of work done with date of completion duly signed by the applicant.
- d) Completion Certificate of similar nature of job of value stated in Para c) from Engineer-in-Charge mentioning Actual Date of Completion not below the rank of Executive Engineer (without date of completion, the same will not be entertained).



**2. Details of NIT: As per Annexed Sheet Enclosed.**

3. The documents submitted by the Bidders should be properly indexed and all the pages shall be numbered and all the documents submitted must be signed by the applicant before submission. Copies of all Original Papers need be self attested or to be attested by the Gazetted Officer .

**4. Eligibility criteria for participation in tender:**

i) Bonafied outsiders who have sound financial status and having experience in timely completion of **similar nature of works** as mentioned above.

ii) The prospective bidders or any of constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment of rescission will be considered as disqualification towards eligibility. A declaration in this respect has to be furnished by the prospective bidders.

iii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the memorandum of Article & Associates.

5. The executing agency may get a running payment subject to availability of fund.

6. Constructional Labour Welfare Cess @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency.

7. No Arbitration for the work will be admissible. No Escalation for materials, labour will not be allowed. No Mobilisation/Secured Advance will be allowed.

8. Adjustment of Price (increase or decrease): No price adjustment is applicable.

9. Agencies shall have to arrange land for installation of Plant & Machineries, storing of materials, labour shed etc. at their own cost and responsibility.

10. Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days after the dead line date of Tender submission.

11. i) Under any circumstances, if the said dates are declared as holidays, the dates of tender (application, purchasing, dropping and opening) will automatically become the next working date and the time will be the same. No separate notification will be issued in this respect.

ii) All participants are requested to be present in the chamber of the Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate, during opening of Tenders. Open Bid may be conducted by the Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate, if so required just after the opening of the Tender on the same date to lower down the rates. No claim of absent participants will be entertained by the said Assistant Engineer in any shape in this respect in future after the Open Bid.

12. Earnest Money: The amount of Earnest Money is 2% (Two percent) of the Estimated amount put to tender for each work in the shape of Bank Draft of any nationalized bank/online payment through GRIPS portal drawn in favour of the Executive Engineer, Kolkata North II Division to be deposited along with the tender. This clause is also applicable for all categories of applicants except those are exempted as per Government Order published time to time by Finance Department, Govt. of West Bengal.

13. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and get acquainted with site condition, facilities available and problem to be faced during works and take into account all such factors before quoting rate. The cost of visiting the site shall be at the Bidder's own expense.

14. 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 Department.

15. The Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate, reserves the right to reject any application for purchasing Bid documents and 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 the stage of Bidding.

16. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
17. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
18. In case of inadvertent typographical mistake found in the specified price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and / or technically sanctioned estimate.
19. No CONDITIONAL TENDER will be accepted under any circumstances.
20. All the machineries, equipments, tools & plants related to this work will be arranged by the agency at his own cost.
21. The Assistant Engineer, Kolkata North Sub-Division NO-III, Housing Directorate, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any papers found incorrect/manufactured/fabricated, that tenderers will not to be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. Further penal action may be taken against such Tenderer(s) as per existing rule in vogue.
22. Before issuance of the work order, the tender inviting authority may verify the credential of the lowest tenderer if found necessary. After verification, if it is found that the credential submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
23. Defect Liability Period (as per Memo No5784-PW/L&A/2M-175/2017 Dated 12.09.17) as per Annexed Sheet enclosed herewith.
24. The intending tenderers are required to quote the rate in figures as well as in words in his own hand writing and in the same ink as percentage above / below / AT PAR with the relevant price schedules of rates.
25. In case of non-participation in the Tender in any shape, it will be dealt severely for making an attempt towards disruption of competitive spirit of tender.
26. Agencies are requested to incorporate their proper address in the prescribe space. If due to any ambiguity of address any letter is not been reached to the agency in proper time, entire responsibility will be borne by the contractor. In this connection the date of sending official letter will be recorded for future correspondence.

  
Assistant Engineer

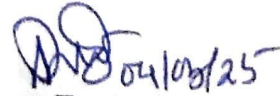
Kolkata North Sub-Division NO-III,  
Housing Directorate,

**Memo No: -84(3)/NIT**

**Date:-04.03.2025**

Copy forwarded for information to:

- i) The Executive Engineer, Kolkata North II Division , Housing Directorate.
- ii) The Assistant Engineer, Kolkata North SubDivision IV, Housing Directorate.
- iii) Office Notice Board & Departmental Website.

  
Assistant Engineer

Kolkata North Sub-Division NO-III,  
Housing Directorate,