



**GOVERNMENT WEST BENGAL**  
Office of the Howrah Police Commissionerate  
28, Nityadhan Mukherjee Road, Howrah  
Email ID: [hwh@wbpolice.gov.in](mailto:hwh@wbpolice.gov.in)

Memo No: 6414/E

Date: 16/10/20

e-Tender is invited by HPC from bonafide contractors for the following repairing work:-

Particulars:					
SL No.	Name of Work	Place of Work	Estimated Amount Put Tender (Rs.)	Earnest Money (Rs.)	Time period of completion
1.	Renovation of 1 <sup>st</sup> floor barrack, above Ladies Changing Room at Nischinda PS under Howrah Police Commissionerate.	Nischinda PS	4,99,943/-	10,000/-	30 days

Contractor having credential from Executive Engineer or equivalent (Similar nature means repair and renovation or new construction of building (Other type of construction is not applicable) of Central/State Govt./PSU/Corporation etc. works valued at minimum 40% in a single work or 2(two) nos. of work, each of the minimum value 30% of the estimated amount put to tender during last 5 (five) years.

1. For e-filling, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Both Technical bid and Financial Bid are to be submitted concurrently duly signed digitally in the website : <https://wbtenders.gov.in>
3. The Technical Bid and Financial Bid are to be submitted online as per terms (schedule attached)
4. The Tender Committee will consider only if the tender qualities in the Technical Bid. The decision of the Commissioner of Police, HPC will be final. The list of qualified tenders will be displayed in the website on the scheduled date and time.
5. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Any time, the schedule, specification may be changed; agencies are bound to do any change of work without any query.
6. Running payment for work may not be made to the executing agency.
7. Tender shall remain valid for a period of 180 (One hundred eighty) days after the final date of submission of Financial Bid.

**8. A. Important Information : -**

**Date and time schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (Online) (Publishing Date)	18.10.2025 at 10.30 A.M
2	Tender documents download start date (Online)	18.10.2025 at 11.00 A.M
3	Bid proposal submission start date (Online)	18.10.2025 at 11.30 A.M
4	Bid proposal submission end date (Online)	04.11.2025 at 17.00 P.M
5	Bid opening date for Technical bid (Online)	06.11.2025 at 16.00 P.M
6	Date of uploading list for Technically Qualified Bidder (Online)	Online, to be intimated later on
7	Date & Place for opening of Financial Proposal (Online)	Online, to be intimated later on

### **PLACE OF BID OPENING ONLINE:**

9. Since B.O.Q. for the work under this N.I.T is based upon the schedule of rates of Public Works Dept. for Building , Sanitary, Plumbing works & Electrical works with up-to-date Addenda & Corrigendum, the renderers shall quote their rate accordingly considering that no escalation and or price adjustment will be allowed thereto under any circumstances.
10. No Mobilization Advance and Secured Advance will be allowed.
11. The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.
12. Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any, intending tenders may consider these criteria while quoting their rates.
13. As per GO No 796-F(Y), Dt. 25.02.2022 from Govt. of W.B. Finance Dept.(Audit Branch), the eligible bidder have to submit additional performance security @ 10% of tendered amount besides the Security Deposit @ 10% of tendered amount if the accepted bid value is 80% or less of the amount put to tender. The additional all performance security shall be submitted in the form of bank guarantee from any nationalized bank within 7 working days from the date of issuance of letter of acceptances, if failed his EMD will be forfeited and other necessary actions like blacklisting of the contractor, etc. may be taken. The bank guarantee will be returned after successful completion of the work. If the bidder fails to complete the work successfully the bank guarantee will be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor.
14. If any three (3) letters issued to any agency for his/her bad workmanship and negligence of work, he/she also be black listed from this Department up to three (03) years.
15. Any bidder should submit the original documents for verification in this office when intimated.
16. Deduction of Tax shall be as below and as per provision of notification No. 5050 F(Y) dt. 16/08/2017 and as per latest Govt. order.
  - (i) GST is applicable as per Govt. order.
  - (ii) I.T will be deducted as per rule under section 194 of I.T Act.
  - (iii) Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractor or Labour Welfare Dept.
17. Successful Tenderers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried on as per Clauses u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.

18. Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by Government.
19. Successful tenderers will be required to observe the following conditions strictly :-
  - a) Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act 1948 should be strictly adhered to wherever such Acts become applicable.
  - b) Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.
  - c) Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and other Construction Workers (Regulation of Employment and Conditions of Service).
  - d) All liabilities arising out of engagement of workers are to be duly met before submission of bills for payment.
20. If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

## INSTRUCTION TO BIDDERS

### **SECTION – A**

#### **General guidance for e- Tendering**

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

#### **1. 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.

#### **A. Technical Proposal : BID**

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

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

- i) Earnest money (EMD) as System Generated.
- ii) Documents for NIT (Properly upload the same Digitally Signed).
- iii) Upto date Professional Tax (P.T) deposit receipt challan, Pan Card, Upto date I. T. receipt, GST Registration Certificate.
- iv) Registration Certificate under Company Act. (if any).
- v) Registered Deed of partnership Firm/Article of Association & Memorandum.
- vi) Power of Attorney (For Partnership Firm/Private Limited Company, if any)
- vii) Registration Certificate issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered Labour Co-Op.(s)/Engineers' Co.-Op.(s)
- viii) Do not upload unnecessary and old documents which is not related to this notice, Checking should be done chronologically, if any mistake/misplace, authority do not responsible, therefore only valid documents are to be uploaded.
- ix) The prospective tenderers shall have satisfactory completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice at least 1(one) work of similar nature under the authority of State/ Central Govt. etc and having a magnitude of 40(forty) % of the estimated amount put to tender or 2(two) similar nature of completed work, each of the minimum value 30% of the estimated amount put to tender.

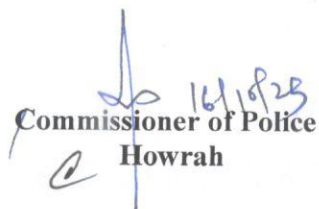
Note: - Failure of submission of any of the above mentioned documents of the tender is liable to be rejected for both statutory & non statutory cover.

# FINANCIAL BID –

SL No.	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	<ol style="list-style-type: none"> <li>1. GST Registration Certificate.</li> <li>2. PAN &amp; upto date I.T Return (A.Y.2024-2025, 2024-2025 )Upto date P. Tax Challan</li> <li>3. Last 3 years Balance Sheet.</li> </ol>
B.	Company Details	Company Details	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License)</li> <li>2. Partnership Firm (Partnership Deed, Partnership Deed Registration copy, Trade License)</li> <li>3. Society Registration copy (Trade License)</li> <li>4. Power of Attorney.</li> <li>5. Registration Certificate from A R C S.</li> </ol>
C	Credential (in applicable cases)	<p>Credential 1</p> <p>Credential 2</p>	<ol style="list-style-type: none"> <li>1. Similar nature of work done &amp; satisfactory Completion Certificate by Executive Engineer or equivalent of State/Central Govt. / PSU / Corp. etc which is applicable for eligibility.</li> <li>2. Work Order, Schedule of works.</li> </ol>
D		Credential 3	<ol style="list-style-type: none"> <li>3. Payment certificates Or Competition Certificate.</li> </ol>
E	Profit & Loss & Balance Sheet for last 2(two)	Balance Sheet	Balance Sheet (2023-2024 and 2024-2025)

**B. Financial BID –**

- i) The financial proposal should contain the following documents in one cover (folder) i.e Bill of Quantities (BOQ) the contractor is to quote the rate 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.
- iii) In case the lowest tendered amount of two or more contractors is same, draw a lot will decide the lowest bidder

  
Commissioner of Police  
Howrah

**Copy forwarded for information to:-**

1. The Inspector General of Police (O) West Bengal  
Bhabani Bhawan, Alipore, Kolkata-700027
2. The Sabhadhipati, Howrah Zilla Parishad
3. The District Magistrate, Howrah
4. The Addl. Director of Finance, PD

## Annexure I

## APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

**Sub: i) Name of work:**

Ref: \_\_\_\_\_ - Memo \_\_\_\_\_ No \_\_\_\_\_  
 .....  
 .....date

.....

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/We hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of ..... In the capacity.....duly authorized to submit the offer.
2. We accept the terms and conditions as lay down in the NIT mentioned above and declare That we shall abide by it for throughout the tender period.
3. In the event of being selected, I will execute within the stipulated period excepting the condition which is beyond our control.
4. We understand that:
  - (a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
  - (b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date: -

Signature of applicant

Place: -

Contact No:

Annexure II

Affidavit Proforma

I Sri/Smt.

.....  
.....  
The (Name of the firm) At  
(address).....

.....P.O.....

.....P.S.....

Dist .....Do hereby solemnly affirm and  
declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply or execution of  
.....  
.....to any  
Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States.
2. That undersigned also hereby certifies that neither any near relations of AE/SAE of the Department nor any retired Gazetted Officers are in our employment.
3. That no case is pending against me or against my firm in any criminal court of law to supply of  
.....to the  
Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or or other State or States (if any case is pending , state the details).
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

# **Renovation of above Ladies Changing Room at Nischinda PS under Howrah Police Commissionerate.**

Estimate for Renovation of 1st floor barrack above Ladies changing room at Nischinda P.S.HPC  
under the Dy. Commissioner of police, Howrah Police Commissionerate, during the year 2024-25.

No	Description of Item As per P.W.D (Bldg)-effect from 01.11.2017 (Rate as per 2 nd, 3rd, 9th & 10th corrigenda)	QUANTITY	UNIT	UNIT RATE	AMOUNT	REMARK
1	Item No:-106(i),Pg-26, Ordinary Cement concrete (mix 3:1.5:1) with graded stone chips, Pakur variety.	16.00	Cu.M.	5878.00	94040.00	
2	Item No:-23(i),Pg-35, Add extra over the rate of ground floor for basement and each additional floor over the G.F. upto 4 th floor.	18.00	Cu.M.	85.00	1520.00	
3	Item no:-36(b), Pg-42, Hire and labour charges for shuttering with centering 30 mm to 27 mm shuttering (d) Extra for works beyond the rate of G.F. upto 4 th floor for 1st f	162.800	Sq.M	347.00	56492.00	
		162.800	Sq.M	18.00	2930.00	
4	Item no:-00(a),Pg-44 Reinforcement for reinforced concrete work -For steel-I.M.T./SAIL (b) Add extra over the rate of G.F. upto 4 th floor	1.850	M.T.	60493.00	111501.00	
		18.500	Qntl	48.00	888.00	
5	Item No:- 17, Pg-17, 125 mm thick brick work with 1st class bricks in (1:3) cement mortar.	110.00	Sq.M	752.00	82720.00	
6	Item No:- 26(a), Pg-18, Add extra for each additional floor upto 4 th floor.	110.00	Sq.M	12.00	1320.00	
7	Item no:-1(i)a,Pg-289,Plaster (to wall, floor, ceiling etc.) with sand and cement mortar 4:1 ratio-20 mm th-for 1st floor @ 4:1 ratio-10 mm th-for 1st floor.	310.00	Sq.M	188.00	58500.00	
		58.00	Sq.M	133.00	8177.00	

Add 18 % GST of Rs.419486.00

Add 1% labour welfare cess of Rs.494993.48

Total	Rs.	419486.00
	Rs.	75507.48
Total	Rs.	494993.48
	Rs.	4949.93
Total	Rs.	499943.41
Say	Rs.	499943.00

(Rupees Four lakh Ninty Nine Thousand Nine Hundred Forty Three Only)

24/01/25  
(Sanjay Das)  
SUB-ASSISTANT ENGINEER  
WEST BENGAL POLICE DIRECTORATE  
CL.U., Lathagan, M.P. Uddyan  
Barrackpore, W.B.

24/01/25  
ASSISTANT ENGINEER  
WEST BENGAL POLICE DIRECTORATE  
CL.U., Lathagan, M.P. Uddyan  
Barrackpore, W.B.

Dy. Commissioner of Police (HQ)  
Howrah