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NOTICE INVITING TENDER**A.PREFACE:**

Electronic Bids/e-Tenders in prescribed forms on Percentage Rate Basis (i.e. % rate Below, Above or At Par of the Estimated Cost put to the Tender) are hereby invited by The Institute of Co-operative Management for Agriculture & Rural Development (ICMARD), ICMARD Building, 3rd Floor, Block – 14/2, C.I.T. Scheme – VIII(M), Ultadanga, Kolkata – 700 067 from eligible/bonafide and resourceful Contractors/reputed Engineering Firms/Companies / Engineers' Co-operative Societies having Electrical Supervisor's Certificate of Competency with legacy update in parts 1, 2, 11 or National Supervisors Certificate and adequate credentials for Electrical Works for modification of lighting arrangement at Main Staircase; Emergency Staircase and Lift Lobby area at each Floor of the ICMARD Building, located at Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700 067, which are summarised hereunder in the Table below.

B.DETAILS OF WORK:

Sl. No.	Name of the Work with Location	Estimated Amount put to Tender (Tender Value) (Rs.)	Earnest Money (EMD) (Rs.)	Time Allowed for completion of the work	Eligibility of the Contractor for participation	Name & Address of the inviting Organisation
01.	Electrical Works for modification of lighting arrangement at Main Staircase; Emergency Staircase and Lift Lobby area at each Floor of the ICMARD Building, located at Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700 067	<p>(i) Total Estimated Cost (Basic Value) for Items of work :- Rs. 86, 458.00</p> <p>(ii) Add for GST @ 18% (CGST & SGST @ 9% each) on the Total Estimated Cost = Rs. 15, 562.44</p> <p>(iii) Add for Labour Welfare Cess @ 1% on (Basic Estimated Value + GST as above) = Rs. 1,020.20</p> <p>Total Estimated Cost put to Tender (Tender Value) (i + ii + iii) = Rs. 1, 03, 040.64/-</p>	2,061/-	30 (Thirty) days from the date of issue of Work Order	Bonafide and resourceful Contractors/ reputed Engineering Firms / Companies / Engineers' Co-operative Societies having Electrical Supervisor's Certificate of Competency with legacy update in parts 1, 2, 11 or National Supervisors Certificate and adequate credentials	ICMARD – Training Institute of The WBSCARD Bank Ltd. ICMARD Building, 3 rd Floor, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata- 700 067

N.B.: In the case of GST, it would be considered as per prevailing rates from time to time.

C. IMPORTANT DATES:

Sl. No.	Particulars / Activity	Date & Time
01.	Date of uploading of NIT and Tender Documents etc. (Publishing Date) through Online	16.09.2025
02.	Date for commencement of Downloading the Tender Documents etc. through Online	17.09.2025 at 10:00 AM
03.	Date for commencement of Submission of Bid (i.e. Technical Bid and Financial Bid) through Online	17.09.2025 at 10:00 AM
04.	Date of Closing of Submission /Uploading of Bid (i.e. Technical Bid and Financial Bid) through Online	07.10.2025 at 05:00 PM
05.	Date and Place for Opening of Technical Bids/Proposals through Online with Preliminary Result based on Technical Bid Opening (TBO) Sheet	10.10.2025 at Head Office of The WBSCARD Bank Ltd., ICMARD Building, 6 th Floor, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata-700 067
06.	Date of uploading of the Final List of the Technically Qualified Bidders as per TBO Sheet	To be notified later
07.	Date of Opening of Financial Bids based on FBO (i.e. Financial Bids Opening) Sheet	To be notified later
08.	Uploading of CSQR (i.e. Comparative Statement of Quoted Rates) and Uploading of Final FBE Sheet (i.e. Final Bid Evaluation Sheet).	To be notified later
09.	Uploading of Award of Contract – AOC (i.e. Work Order)	To be notified later

D. GENERAL TERMS AND CONDITIONS FOR PARTICIPATION IN THE NIT PROCESS WITHRESPECT TO SELECTION OF BIDDER:-

1. In the event of e-Filing, the intending Tenderers/Bidders may download the Tender Documents directly from the Website: www.wbtenders.gov.in in the e-Tendering Portal of the Government of West Bengal with the help of Digital Signature Certificate as per the above Time Schedule stated herein above Clause No. C and **Earnest Money of Rs. 2,061/- (Rupees Two Thousand Sixty One Only)** will have to be deposited by the Bidders electronically online through his/her/its Net Banking enabled Bank Account, maintained with any Bank or Offline through any Bank by generating NEFT/RTGS Challan from e-Tendering Portal, to the **Bank Account No. 0820050002951** of ICMARD [Banking name: INSTITUTE OF COOP. MANAGEMENT FOR AGR. & RURAL DEV.] held with PNB, **VIP ROAD (ULTADANGA) Branch**, having IFSC **PUNB0082020**.

2. Both Technical Bids and Financial Bids are to be uploaded in the www.wbtenders.gov.in, the e-tendering Portal of the Government of West Bengal. The Technical Bid and Financial Bid are to be submitted Online within the time limit mentioned in the e-NIT. Documents submitted by the Bidders should be properly indexed & digitally signed.

3. The intending Bidders are required to quote online the rate in proper space of BOQ/Priced Schedule of Work in percentage (i.e. % Rate Below, Above or At Par of the Estimated Cost put to Tender). **No Offline Tender will be entertained.**

4. Contract documents, specifications, Terms & Conditions, schedule of various items of work along with conditions of the Contract, as laid down in this e-NIT, are to be strictly adhered to by the Bidders and if any clarification is deemed necessary, ICMARD/ The WBSCARD Bank Ltd. may be contacted.

5. Non-remittance/payment of Earnest Money will lead to rejection of Tender.

6. The Financial Offer/Bid of the prospective Bidders will be considered only if the Technical Documents forming part of Technical Bids submitted by the Bidders are found qualified by ICMARD/ The WBSCARD Bank Ltd.. The decision of ICMARD/ The WBSCARD Bank Ltd. will be absolutely final and binding in this respect. The list of the Technically Qualified Bidders will be uploaded in the Govt. Portal: www.wbtenders.gov.in.

7. Where there is any discrepancy between the **Unit Rate** and **Total Amount** resulting from multiplying the Unit Rate by the Quantity, the Unit Rate quoted shall override.

8. The Bids should remain valid for a period of not less than **90 (Ninety) days** since date of opening of Financial Bid. If the Bidder withdraws the Tender/Bid during the validity period of Bid without sufficient and valid reasons, the Earnest Money as deposited will be forfeited forthwith and the Bidder will be debarred for a period of one year from participating in any Tender issued by ICMARD & The WBSCARD Bank Ltd.

9. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding shall be reimbursable by the authority of ICMARD/ The WBSCARD Bank Ltd.

10. In case of successful Bidder whose Tender is accepted, the Earnest Money Deposit [EMD] @ 2% (Two Per Cent) so deposited by him/her/it as per Clause No. 1 will be converted into a part of Security Deposit. The balance Security Deposit @ 8% (Eight Per Cent) of the amount of each Running Account Bill will be deducted so as to make the Total Amount of Security Deposit to 10% (Ten Per Cent) of the Total Value of Work to be executed actually. Documents containing UTR No. and necessary details evidencing deposit of Earnest Money of Rs. 2,061/- should be uploaded along with the Bid Documents.

11. **Refund of EMD:** After issuance of work order to the Selected Bidder and uploading the same in the e-Tender Portal, The Earnest Money of all the Unsuccessful Bidders would be automatically refunded through the e-Tender portal to the Bank Account from which the same was made.

12. During scrutiny, if it comes to the notice of the Tender Inviting Authority (TIA) of ICMARD/ The WBSCARD Bank Ltd. that the credential(s) and or any other paper(s) of any Bidder is/are incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Tender and that applications will be cancelled/rejected outright by the authority of ICMARD/ The WBSCARD Bank Ltd. without assigning any reason thereof. The authority of ICMARD/ The WBSCARD Bank Ltd. reserves the right to cancel the NIT and no claim in this respect will be entertained.

13. Objection, if any, regarding Pre-Qualifying of an Agency, should be lodged to the Principal, ICMARD within 03 (three) days from the date of publication of the list of qualified agencies and beyond that time schedule, no objection will be entertained.

14. The authority of ICMARD/ The WBSCARD Bank Ltd. may verify the hard copy of credential(s) and/or all other document(s) of the Bidders, if it is felt necessary as per opinion of the authority of ICMARD/ The WBSCARD Bank Ltd.

15. On verification, if it is found that the document(s) submitted by the Bidder is/are either manufactured/fabricated or false, no Work Order will be issued in favour of the said Bidder. Submission of false document(s) by the Bidder is strictly prohibited and if anybody found to do so, such action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of Earnest Money forthwith.

16. Acceptance of the Tender vests with the authority of the ICMARD/ The WBSCARD Bank Ltd.

17. For Partnership Firm, copy of the Registered Partnership Deed is to be submitted. For Companies, copies of the Articles of Association and Memorandum of Associations are to be submitted. Where an individual person holds a Digital Certificate in his own name duly issued to him/her by the Company or the Firm of which he/she happens to be a Director or Partner or an Officer, and also holds Registered Power of Attorney empowered by the Board or by the Firm, shall invariably upload a copy of Registered Power of Attorney showing clear authorisation in his/her favour to upload such Tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

18. The intending Bidders are required to quote the Rate the % (Per Cent) above (+) or below (-) or at par over the Total Estimated Cost put to Tender at the specified place of the BOQ considering that no Escalation and/or price adjustment will be allowed by the authority of ICMARD/ The WBSCARD Bank Ltd. under any circumstances.

19. Conditional and incomplete Bid/Tender will be rejected straightway.

20. No Mobilisation Advance/Secured Advance will be allowed.

21. Income Tax (TDS) will be deducted from each Running Account Bill as well as Final Bill of the Bidder (Selected Contractor) as per applicable rate and Rules of IT Deptt. in force.

22. A Cess of 1% (one Per Cent) will be deducted from the Bidder's/ Selected Contractors' Bill on account of the "Building & Other Construction Labour Welfare Cess Act, 1996" (Act 28 of 1996) as per prevailing Circular of PWD, GoWB.

23. **The Defect Liability Period** : The prevailing rules and norms of the Government of West Bengal under this Clause as in force shall be strictly followed by the selected Bidder/Contractor or his/her/its workmen or authorised representatives and in the event of any loss, breakdown, damage, destruction, injury to lives and property during execution of the work, the selected Bidder/Contractor shall remain solely liable and responsible and will have to make good whatever the compensation at his/her/its own expenses and the cost to be incurred shall be recovered/realised from the amount of Security Deposit lying with the authority of ICMARD/ The

WBSCARD Bank Ltd. and/or from the amount of the Running Account Bill/Final Bill of the selected Contractor/Bidder. All risks on account of any incidental events in respect of carriage, loss or damage of vehicles, materials or labours will have to be borne by the selected Bidder/Contractor. For this Tender, the **Defect Liability Period will be 1 (One) year** from the date of actual completion of the work.

24. No extension of time will be allowed after the stipulated date. If any date falls on Holiday or on day of Bandh/Strike, natural calamity; the date would be deferred to the next working day. In the case of retardation of progress of works due to any unavoidable circumstances, the time for the period lost will be granted by the concerned authority on receipt of application from the selected Bidder/Contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment cost, cost of materials & labour and hire charges for tools & plants etc. would be entertained under any circumstances. The selected Bidder should consider the above factors while quoting the rate.

25. If any inadvertent typographical mistake is found in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and/or technically sanctioned Estimate.

26. **No interest would be paid on Security Deposit or Earnest Money** or any other deposit made by the selected Bidder in connection with the above scope of work.

27. Bidders quoting Un-workable and Absurd Rates in Tenders will be treated as informal and liable to be rejected.

28. Canvassing in connection with the Tenders is strictly prohibited and the Tenders submitted by the Bidders/ Contractors who are involved in canvassing, will be liable to rejection.

29. Contractors must satisfy to the authority of ICMARD/ The WBSCARD Bank Ltd. about the payment of their Income Tax with the appropriate authority. Necessary Challans and Clearance Certificate from the respective Department need to be submitted when asked for in that regard.

30. The Notice Inviting Tender will also form a part of the Tender.

31. Bidders should also please note that as soon as the Work Order will be issued to the Selected Bidder/ Contractor, the site will be made available to them and the work need be started immediately.

32. The working Contractor may fix up Informative Signboard at the work site, if deemed necessary, at his/her/its own cost.

33. The selected Bidder/ Contractor shall have to make all necessary arrangements at his/her/its own cost for examination of the works, executed/to be executed by the Inspecting Engineers. The quantity mentioned under different items of work as per B.O.Q may vary and the contractor should be bound to execute any quantity, as required and directed, in the same rate quoted by him/her/it.

34. The Bidder who/which submits false credentials or is found to provide any false information regarding his/her/its completed projects or is found to have disrupted awarded work earlier in this organisation should be

barred from participation in the Tender and in this case, the Earnest Money deposited by the contractor shall stand forfeited & be absolutely at the disposal of ICMARD/ The WBSCARD Bank Ltd.

35. ICMARD/ The WBSCARD Bank Ltd. without prejudice to any other remedy for breach of contract by written notice of default sent to the selected Bidder/ Contractor, may terminate the contract, in whole or in part if -

(i) At any time during the course of contract, it is found that the selected Bidder/ Contractor has obtained the contract based on misinformation or falsification,

And/or

(ii) The contract is assigned or sublet without specific order from ICMARD/ The WBSCARD Bank Ltd. in respect of a specified Sub-Contract,

And/or

(iii) If the selected Bidder/ Contractor becomes insolvent or commence any insolvency proceeding or attempts to make any composition with his creditors,

And/or

(iv) The selected Bidder/ Contractor is guaranteed a moratorium or a stay or is declared insolvent,

And/or

(v) The selected Bidder/ Contractor makes an assignment for the benefit of one or more of its creditors,

And/or

(vi) A Receiver is appointed on account of the insolvency of the selected Bidder/ Contractor,

And/or

(vii) The selected Bidder/ Contractor offers a settlement in lieu of bankruptcy or receivership,

And/or

(viii) The selected Bidder/ Contractor fails to deliver any or all of the service within the period specified in the contract,

And/or

(ix) The selected Bidder/ Contractor fails to perform any other obligation under the contract.

36. The Contract will not attract any Arbitration Clause and the contract will not include any clause towards Escalation of price. Also, before submission of the Tender, the Contractor must visit the site to assess the local conditions from all corners and no plea/complaint about the site will be entertained afterwards. It will be presumed that the selected Bidder/ Contractor offered the Tendered rate after review of entire position of the work site and no claim on this ground will be entertained in future.

37. No additional or substituted item of work will be executed by the selected Bidder without prior approval of the ICMARD/ The WBSCARD Bank Ltd. Additional or substituted items will be paid at rate as per schedule of rates of PWD, GoWB, in vogue at the time of entering into contract. If the rate of such items does not appear in the schedule of PWD, GoWB, or cannot be derived from them, the Technical Cell of The WBSCARD Bank Ltd. will decide the rate on the basis of market rate of various components with 10% (Ten Per Cent) profit & overhead charges and the decisions of the Technical Cell of The WBSCARD Bank Ltd. will be final and binding.

38. ICMARD/ The WBSCARD Bank Ltd. shall have the power to make omissions or additions to or substitution from the original specifications, drawing and instruction, that may appear to him to be necessary or advisable during the progress of the work and the contractor shall be bound to carry out the work in accordance with any instruction which may be given to him/her/it in writing signed by the appropriate authority and such alterations, commissions, omissions, additions or substitutions, shall not invalidate the contract but shall be deemed to have formed as work included in the original Tender and any altered, additional or substituted work which the Contractor may be directed to do in the manner above specified as part of the work shall be carried out by the Contractor on the same condition in all respects on which he/she/it agreed to do the main work and at the same rates, if any, may be specified in the Tender for the main work provided there is no change in the nature of work.

39. The Contractor shall not be entitled to any compensation or any loss suffered by him/her/it due to delay arising out of modification of work, due to non-delivery of possession of site and/or modification of drawing and design.

40. In the case of any class of work for which there is no mention of specification, such work shall be carried out in accordance with IS specification and in the event of there being no specification, the work shall be carried out in all respects in accordance with the instructions and requirement of the Technical Cell of The WBSCARD Bank Ltd.

41. The Contractor or any of his/her/its Employee or relative should not have a conflict of interest.

42. All the materials for the proposed work shall be of specified grade and approved brand in conformity with the relevant code of practice (latest revision) & manufacture and shall be procured and supplied by the Contractor at his/her/its own cost including all Taxes and incidental or transportation and all such overhead charges related thereto.

43. The work must have to be completed in all respects within the time specified in the e-NIT from the date of issue of Work Order. The Time period for completion as specified in the Tender shall be deemed to be the essence of the contract. For any delay beyond the stipulated time frame for completion of work, the Contractor shall have to pay **compensation** an amount equal to **1% (One Per Cent)** or such any amount that may be decided by the appropriate authority of ICMARD/ The WBSCARD Bank Ltd.

44. The Selected Bidder/Contractor will have to execute a **formal Agreement**, as per prescribed form at available with the office of The WBSCARD Bank Ltd. on Non-Judicial Stamp Paper worth Rs. 50/- (Rupees Fifty) only within **7 (seven) working days** from the date of issue of Work Order.

45. If it shall appear to the Engineer-in-Charge or from the report of authorised Technical Person that any work has been executed with unsound, imperfect or unskilful workmanship or with materials of any inferior description or that any materials or articles supplied by him/her/it for the execution of the work are unsound, the same will be rectified forthwith or removed and reconstructed in a specified manner. Any failure in such cases, the E-I-C may cause to rectify or remove and re-execute the work.

46. All the materials for the proposed work shall be of specified grade and approved brand in conformity with the relevant code of practice (latest revision) & manufacture as well as PWD Schedule for specification and shall be procured and supplied by the Contractor at his/her/its own cost including all Taxes and incidental or transportation and all such overhead charges related thereto.

47. Notwithstanding anything contained in this Notice Inviting Tender, the other Terms and Conditions as laid down in the guideline of PWD, GoWB, will be binding upon all concerned.

E. ELIGIBILITY CRITERIA FOR PARTICIPATION FOR ELECTRICAL ITEMS OF WORK UNDER THIS e-NIT:

a) All intending Bidders shall have completed as a prime Agency during the last 3 (Three) years prior to the date of issue of this Tender Notice, at least two works of similar nature having a magnitude not below 40% (Forty Per Cent)/one work of similar nature of the Estimated Amount put to this Notice Inviting Tender under the authority of State/Central Government, Undertaking/Statutory Bodies constituted under the statute of the State/Central Government. Completion/Experience Certificates should contain all specific required information in the Table prescribed in “**Experience Profile**” in **Form – III** under **Section – B** annexed herewith.

b) In case of running works of Tender, amount not less than as stated above, only those Bidders who will submit the Certificates of satisfactory running works from the concerned authority, will be eligible for the Tender. In the required Certificate, it should be clearly stated that at least 80% (Eighty Per Cent) of the work has been completed satisfactorily and also that no penal action has been initiated against the executing agency i.e. the Bidder.

c) All categories of prospective Bidders shall have to submit valid up to date Professional Tax Receipt Challan, Trade Licence, GSTIN Registration Certificate and Income Tax Returns for the last 3 (Three) years, PAN Card issued by the Income Tax Department, Voter ID Card/AADHAAR in respect of the prospective bidder.

d) Neither prospective Bidder nor any of the Constituent Partners should have been barred to participate in any Tender by the Government Department during the last 3 (Three) years prior to the date of this e-NIT. Such debarring will be considered as disqualification towards eligibility.

e) In case of Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies, besides documents mentioned in item (c) above, following documents should be submitted through e-filling:- Certificate of Registration and Certificate of Validity for Registration from the respective authority in the Co-operation Department.

f) The prospective Bidder or any of their Constituent Partners shall neither have abandoned any work nor any of their contract had been rescinded during the last 3 (Three) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

g) The prospective Bidder must have Electrical Supervisor's Certificate of Competency with legacy update in parts 1,2,11 or National Supervisors Certificate.

h) The Selected Bidder/Contractor has to submit **Additional Performance Security Deposit @ 5% (Five Per Cent)** of the Total Estimated Amount put to Tender in the form of Bank Guarantee or Draft from any scheduled Nationalised Bank which would be submitted at the time of receipt of the Work Order, if the Bid Rate is 80% or less of the Total Estimated Amount put to Tender and no increase in scope of work of projects during execution phase.

F. INSTRUCTIONS 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 and registered with the Government e-Procurement System, through logging on to Govt. Portal: www.wbtenders.gov.in. The Contractor is to click on the link for e-Tendering site as given on the Web Portal.

2. Digital Signature Certificate (DSC): 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. DSC is given as a USB e-Token.

3. Search and Download: The Contractor can search and download N.I.T. & Tender Document (s) electronically from Computer once he logs on to the Website mentioned in Clause-A.1 using the Digital Signature Certificate. This is the only mode of obtaining/collection of Tender documents. Search, view and download could be done as Guest Viewer.

4. Participation in one work as more than one Bidder: A prospective Bidder shall be allowed to participate in the job either in the capacity of individual or as a Partner of a Firm or Company or the Successor of such Firm or Contractor or as a Registered Unemployed Engineers' Co-operative Societies or a Registered Labour Co-operative Societies. If found to have applied severally, all his/her/its applications will be rejected for that job.

5. Submission of Tenders: Tenders are to be submitted through online in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date and time using the Digital Signature Certificate (D.S.C.). The documents are to be uploaded in scanned copy duly digitally signed. The documents will get encrypted (transformed into non-readable formats). **The rate will be quoted in the B.O.Q. / Price Schedule of Work in the specified place. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate other than in the specified place, is liable to be summarily rejected.**

a. Technical Proposal/Bid: The Technical Proposal/Bid should contain scanned copies of the following documents in two Covers (Folders).

I. Statutory Cover should contain the following documents which are enclosed herewith:-

Sl. No.	Details of document to be properly filled up with authorised signature & seal and to be enclosed along with the Tender
i)	Prequalification Application (Sec-B, Form-I) ---Prescribed Format should not be changed at all.
ii)	Affidavit "Y" (Sec B) ---To be furnished in the Non- Judicial Stamp Paper of appropriate value duly notarized.
iii)	Structure and Organisation (Sec-B, Form-II) --- Prescribed Format should not be changed at all.
iv)	Experience Profile (Sec-B, Form-III) --- Prescribed Format should not be changed at all. Copies of Completion Certificates etc. of different Govt./ Semi Govt. / Private companies shall have to be produced in support of experience for the last 3 (three) years.
v)	Documents containing UTR No. and necessary details evidencing deposit of Earnest Money of Rs.2, 061/- should be uploaded along with the Bid documents.
vi)	Tender documents should be downloaded properly and uploaded after putting signature on every page. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. There is no provision for quoting rate/any other information in the Tender Documents /NIT. In case of quoting any rate other than in the specified space, the Tender is liable to be summarily rejected.
vii)	The Tender papers will consist of NIT, Tender Documents, General Terms & Conditions of Contract and Schedule of Works with specification shown in the B.O.Q. downloaded properly and to be uploaded Digitally Signed in a separate folder.

II. Non-Statutory Cover should contain the following documents:-

- Trade License from the respective Municipality/Panchayat/Municipal Corporation or any other competent Authority.
- Copy of Electrical Supervisor's Certificate of Competency with legacy update in parts 1,2,11 or National Supervisors Certificate.
- Professional Tax Clearance Certificate / Professional Tax (PT) Deposit Receipt Challan for the Financial Year as applicable, PAN Card, GST related documents / GST Identification Number, Acknowledgement Receipt of I.T. Return for the last 3 (Three) Financial Years.
- Credentials of Experience as specified under Clause No. E (a) under any Govt./Govt. Undertaking /Cooperative Sector/Other Sectors.
- Registered/Partnership Deed in the case of Partnership Firm or relevant part of the Constitution in the case of Registered Company along with Power of Attorney.
- Voter ID Card, Aadhaar Card if any, for any Contractor having individual ownership.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER: -

Click the Check Boxes beside the necessary documents in the My Document List and then click the tab 'Submit Non-Statutory Document' to send the selected documents to Non-Statutory Folder. Next click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Name	Details of Document to be submitted
i)	Certificate(s)	Certificate(s)	a) Copy of RTGS / NEFT Challan b) Professional Tax (PT) Deposit Receipt Challan for the Financial Year 2023-2024. c) PAN Card and Acknowledgement Receipt of I.T. Return along with P/L Statement and Balance Sheet for the last 3 (Three) Financial Years. d) GSTIN Registration Certificate.
Sl. No.	Category Name	Sub-Category Name	Details of Document to be submitted
ii)	Company Details	Company Details-I	a) Registration Certificate under Company Act, Memorandum of Association, Articles of Associations. b) Trade License issued by Municipality/Panchayat/ Municipal Corporation or any other competent authority. c) Registered Deed of Partnership Firm/Article of Association & Memorandum and Registered Power of Attorney (For Partnership Firm / Private Limited Company).
		Company Details-II	i) Validity Clearance Certificate from A.R.C.S. are to be submitted by the Registered Labour Co-operative and Engineers Cooperative Societies. ii) Resolution copy of Annual General Meeting (where power has been delegated to the Society Members on behalf of the respective Society to use Digital Signature Card), Registration Certificate/Bye Laws issued by the Co-operative Department to the respective Societies are to be submitted by the Registered Unemployed Engineers' Cooperative Societies and Registered Labour Cooperative Societies.
iii)	Credential	Credential	The prospective Bidders shall submit, attested photocopies/Original documents of credentials showing satisfactory completion of similar nature of work in a single work as stated in this NIT.
iv)	Financial Information	Audit Report /Profit & Loss A/c and Balance Sheet (Last 3 years)	Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies must furnish Audit Report audited by the Co-operative Department with Fees Challan.

Note:

1. Failure of submission of any of the above-mentioned documents will render the Tender liable to be rejected for both Statutory and Non-Statutory cover.
2. Any amendment issued shall be part of the Bidding documents and shall be communicated to the Bidders by posting the same on the website/ Govt. Portal: www.wbtenders.gov.in. It shall be the Bidders responsibility to keep himself/herself/itself updated of all possible amendments or clarifications to the Bid document.
3. To give prospective Bidders reasonable time to take an amendment into account in preparing their Bids, ICMARD/ The WBSCARD Bank Ltd. authority may at its own discretion extend the deadline for the submission of Bids.

4. A CERTIFICATE (attached at the end of the Tender documentation) is to be submitted by the Bidder in the Letter Head duly signed by the authorised signatory with seal.

III. Tender Evaluation: -

i) Opening & Evaluation of Tender: -

If any Contractor is exempted from payment of EMD, copy of relevant Government Order need to be furnished.

ii) Opening of Technical Proposal/Bid: -

Technical Proposal/Bid will be opened by The WBSCARDB Ltd. electronically from the above stated website using its Digital Signature Certificate.

iii) Cover (Folder) for Statutory Documents should be opened first & if found in order, Cover (Folder) for Non-Statutory Documents will then be opened. If there is any deficiency in the Statutory Documents, the Tender will summarily be rejected.

iv) Decrypted (transformed into readable format) documents of the Non-Statutory Cover will be downloaded & handed over to the appropriate authority of The WBSCARD Bank Ltd.

v) Summary List of Technically Qualified Bidders will be uploaded online as well as summary list of the qualified Bidders with respect to Financial Bids will also be uploaded online subsequently as per time Schedule mentioned above.

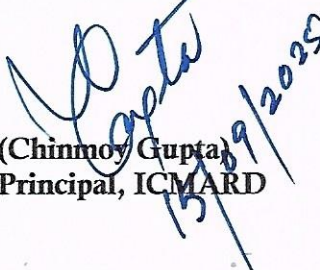
vi) Pursuant to scrutiny & decision of the appropriate authority of ICMARD/ The WBSCARD Bank Ltd., the Summery List of eligible Tenders & the Serial Numbers of their proposals will be considered for uploading in the web portals.

vii) During evaluation, the appropriate authority of ICMARD/ The WBSCARD Bank Ltd. may summon the Bidders & seek clarifications/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

IV. Financial Proposal: -

The Financial Proposal should contain the documents as have already been mentioned in one Cover (Folder) i.e. Bill of Quantities (BOQ). The Contractor is to quote the rate (Percentage Above/Below/At Par) online through Computer in the space marked for quoting rate in the BOQ.

G. SAFETY CODE: The Prospective/Selected Contractor must have to adopt all kinds of safety measures for his/her/its Workmen/Labourer at the site of construction during execution of the Work. Also, the selected Bidder shall have to keep constant vigil/attention so that any kind of accidental hazards does not occur during execution of work to any Visitor/Official attending at the site of Construction. All facilities/amenities to be provided to the Workmen/ Labourer during execution of work at own cost of the Bidder.

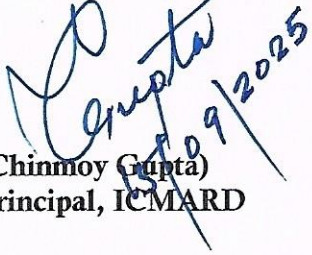

(Chinmoy Gupta)
Principal, ICMARD
15/09/2025

Memo No. 2096/Admn./25-26/484/1(4)

September 15, 2025

Copy forwarded to:-

1. The Managing Director, The WBSCARD Bank Ltd.
2. Sri Suman Bhar, DGM (BDD) In-charge of IT, The WBSCARD Bank Ltd. with a request to upload the NIT in the website of The WBSCARD Bank Ltd.
3. Sri Sayak Acharjya, AGM [Admn.] & Faculty Mamber, ICMARD with a request to upload the NIT in the website of ICMARD.
4. Sri Anirban Chaudhuri, Manager (Computer), The WBSCARD Bank Ltd. with a request to upload the NIT in <https://wbtennders.gov.in>.


(Chinmoy Gupta)
Principal, ICMARD

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To
The Principal,
ICMARD,
ICMARD Building, 3rd Floor,
Block-14/2, CIT Scheme – VIII (M),
Ultadanga,
Kolkata: 700067

Ref. No. 2096/Admn./25-26/ dated September 15, 2025

Sub: - Electrical Works for modification of lighting arrangement at Main cum Emergency Staircase; Emergency Staircase and Lift Lobby area at each Floor of ICMARD Building, located at Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700 067.

Dear Sir,

Having examined the Statutory, Non-Statutory, Instruction to Bidders & e-NIT Documents, I / We hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of
.....
.....in the capacityduly authorised to
submit the Order.

The necessary evidence admissible by Law in respect of authority assigned to us on behalf of the group of Firms for Application and for completion of the contract documents are attached herewith.

I/We are interested in bidding for the work(s) given in Enclosure to this letter.

I/We understand that:-

- (1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the Scope & Value of the Contract Bid under this project.
- (2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Signature of Applicant including Capacity
in which the application is made

DATE: _____

SECTION – B

AFFIDAVIT – “Y”

(To be furnished in the Non- Judicial Stamp Paper of appropriate value duly notarized)

- i) I/We, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false, or concealed; the application may be rejected and No-Objection /Claim will be raised by the undersigned.
- ii) The undersigned also hereby certifies that neither our Firm M/s _____ nor any of Constituent Partner had been debarred to participate in the Tender by the Government or any other Statutory Department during the last 3 (Three) years prior to the date of this e-NIT.
- iii) The undersigned would authorise and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the Department to verify the statement.
- iv) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- v) Certified that, I/We have applied in the Tender in the capacity of Individual/ as a Partner of a Firm and I have not applied severally for the same job.
- vi) Certified that, I/We have applied in the Tender in the capacity of Individual/ as a Partner of a Firm and I/We have applied for the works under this e-NIT restricted to maximum works stipulated in the Scope of Works (i.e. in the column of “Name of Work”).

Signed by an authorised Officer of the Firm

Name of the Firm with Seal

Date _____

SECTION – B

FORM –II

STRUCTURE AND ORGANISATION

1) Name of Applicant :

2) Office Address :

Telephone No. :

Fax No. :

E-Mail ID No. :

3) Name and Address of Banker :

4) Attach an Organisation Chart
showing the infrastructure of the
Company with names of the key
personnel and Technical Staff

*Note: Application covers Proprietary Firm, Partnership,
Limited Company or Corporation.*

Signature of Applicant
including Capacity in which Application is made

DATE: _____

SECTION – B

FORM –III

EXPERIENCE PROFILE

Name of the Firm (s) : _____

List of Projects completed that are similar in nature to the works having not less than 40% (Forty Per Cent) of the Project Cost executed during the last 3 (Three) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract Price in Indian Rs.	Percentage of participation of company	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion of work	Reasons for delay in completion (if any)

Note:

- 1) Certificate from the Employers to be attached.
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the Firm.

Signature of Applicant
including Capacity in which Application is made

DATE : _____

(The following Certificate should be signed by the Bidder unconditionally before submission of the Tender)

CERTIFICATE

I/We have inspected the site of works and have made me/us fully acquainted with the local condition in and around the site of works. I /we shall be bound by conditions, as laid down in this Notice Inviting Tender, Special Terms & Conditions and specifications, specified Priced Schedule of Works and as also General / Terms & conditions / instructions, Clauses etc. I/We have gone through the current PWD Schedule of Rates, PWD General Specifications in force in the PWD Schedule, Govt. of W.B. I/we also uniformly maintain such progress with the works as may be directed by the authority of ICMARD/ The WBSCARD Bank Ltd. to ensure completion of the same within the target date stipulated in the Tender.

Date:

Signature of the Tenderer

ABSTRACT OF ESTIMATED COST IN TERMS OF BOQ/ Priced Schedule of Work

Sl. No.	Name of the Work with Location	Estimated Amount put to Tender (Tender Value) (Rs.)	Total Estimated Amount put to Tender (i.e. Basic Value of Estimate + GST+ Labour Welfare Cess) as indicated in the previous column --- Total Work Value / Total Cost Involvement (Rs.)	Remarks
01.	Electrical Works for modification of lighting arrangement at Main Staircase; Emergency Staircase and Lift Lobby area at each Floor of ICMARD Building, located at Block – 14/2, CIT Scheme 0 VIII (M), Kolkata – 700 067.	<p>(i) Total Estimated Cost (Basic Value) for Items of work :- Rs. 86, 458.00</p> <p>(ii) Add for GST @ 18% (CGST & SGST @ 9% each) on the Total Estimated Cost = Rs. 15, 532.44</p> <p>(iii) Add for Labour Welfare Cess @ 1% on (Basic Estimated Value + GST as above) = Rs. 1, 020.20</p> <p>Total Estimated Cost put to Tender (Tender Value) (i + ii + iii) = Rs. 1, 03, 040.64/-</p>	<p>Total Estimated Cost put to Tender (Tender Value) = Rs. 1, 03, 040.64/-</p> <p>Earnest Money Deposit (EMD) = Rs. 2, 061/-</p>	Please refer current PWD Schedule of Rates (electrical works vol-i november_2017) Govt. of West Bengal for description of items of work including Rates put to Tender for any clarification. NIT, Tender documents and General Terms & Conditions of Contract to be downloaded properly and to be uploaded digitally duly signed in a separate folder as already mentioned. The Rate to be quoted in the B.O.Q./ Price Schedule in the specified space provided and to be encrypted in the Financial Bid. In case of quoting any rate without specified space is liable to be summarily rejected.
Total Estimated Amount put to Tender			Rs. 1, 03, 040.64/-	

Signature of the Bidder

B.O.Q. (Bill of Quantities) & Price Schedule of Works

Sl. No.	Description of Work	Unit	Rate (in Rs.)	Qty.	Amount (in Rs.)
1	<p>Distribution wiring in 2 x 22/0.3 (1.5 sqmm) single core stranded 'FR' PVC insulated & unsheathed copper wire (Brand approved by EIC) in 20mm size PVC rigid conduit 'FR' (Precision make), with 1x22/0.3 (1.5 sqmm) single core stranded 'FR' PVC insulated & unsheathed copper wire for ECC, to light points with 2 no. 2 way Piano Key type switch fixed on MS CRC sheet metal (16 SWG) switch board cum JB on wall complete with 2 no. suitable size "Ph & N" copper bar incl. bakelite/Perspex (wall matching color) top cover 3 mm thick and incl. 175mm x 100mm x 62.5mm inspection box making earthing attachment, painting the MS box and mending good the damages to original finish. Average run 12 mtr.</p> <p>[Staircase 2-Way Points]</p>	Point	1,305.00	10	13,050.00
2	<p>Distribution wiring in 2 x 22/0.3 (1.5 sqmm) single core stranded 'FR' PVC insulated & unsheathed copper wire (Brand approved by EIC) in 20mm size PVC rigid conduit 'FR' (Precision make), with 1x22/0.3 (1.5 sqmm) single core stranded 'FR' PVC insulated & unsheathed copper wire for ECC, to light/fan/call bell points with Piano Key type switch fixed on MS CRC sheet metal (16 SWG) switch board cum JB on wall complete with 2 no. suitable size "Ph & N" copper bar incl. bakelite/Perspex (wall matching color) top cover 3 mm thick and incl. 175mmx100mmx65mm inspection box, making earthing attachment, painting the MS box and mending good the damages to original finish. Average run 6 mtr.</p>	Point	691.00	15	10,365.00
3.1	<p>Distribution wiring in 1.1 KV single core stranded 'FR' PVC insulated & unsheathed copper wire (Brand approved by EIC) in 20mm size PVC rigid conduit 'FR' (Precision make) incl. necy. fittings as required. 2 x 84/0.3 (6 sqmm) + 1 x 56/0.3 (4 sqmm) ECC</p> <p>[As Main Riser from Gr. Fl. 32A DP MCB, to be installed near TPNDDB of SHG Product Counter To 9th Fl.]</p>	RM	193.00	90	17,370.00

Sl. No.	Description of Work	Unit	Rate (in Rs.)	Qty	Amount (in Rs.)
3.2	2 x 36/0.3 (2.5 sqmm) + 1 x 22/0.3 (1.5 sqmm) ECC [For - i) connecting existing Switch Boards to new Switch Boards at each floor - 9 Mtr. X 10 Floors = 90 Mtr. ii) Main Line from Gr. Floor 10A DP MCB, to be installed near TPNDB of SGH Product Counter to 10A DP MCB, to be installed at Gr. Floor North Side Main Panel area - 75 Mtr.]	RM	119.00	165	19,635.00
3.3	2 x 22/0.3 (1.5 sqmm) + 1 x 22/0.3 (1.5 sqmm) ECC [For Point wiring beyond 12 Mtr 2 Way Point wiring]	RM	102.00	120	12,240.00
4	Supplying and fixing 240/415 V, 6-32A, DP MCB of Breaking capacity 10kA & C characteristics on din rail of existing DBs and necessary connection. [Make - Legrand] [1. At each floor - 10 Nos. 2. Near TPNDB of SHG Product Counter for - i) Main Staircase Riser - 1 No. ii) Emergency Staircase Riser - 2 Nos.]	Each	546.00	13	7,098.00
5	Supplying and fixing 2 Way MCB SS enclosure with IP-20/30 protection, powder coated provision for two/four pole MCB, concealed in wall after cutting the wall & mending good the damages to original finish incl. painting, connection & provision for earthing attachment	Each	270.00	13	3,510.00
6.1	Finishing of the following PVC insulated wire ends by socketing with pin/ring type copper sockets and insulated tapes etc., including supplying sockets, tapes. 2.5 sqmm	Set	6.00	40	240.00
6.2	6 sqmm	Set	9.00	50	450.00
7	Fixing only single /twin fluorescent light fitting complete with all accessories directly on wall/ceiling/HW round block and suitable size of MS fastener	Each	100.00	25	2,500.00

Seal and Signature of the Bidder/Tenderer