

**PUBLIC WORKS DIRECTORATE, GOVT. OF WEST BENGAL**  
**WBPWD/AE/NKHESD/NIQ- 07/Q of 26-27**  
**ASSISTANT ENGINEER,NORTH KOLKATA HEALTH ELECTRICAL SUB DIVISION**



**GOVERNMENT OF WEST BENGAL**  
**Office of the Assistant Engineer (P.W.D)**  
**North Kolkata Health Electrical Sub-Division**  
**Purta Bhawan, Bidhannagar, Kolkata -700064**  
**Email Id- [aenkhesd@wb.gov.in](mailto:aenkhesd@wb.gov.in)/[nkhesdpwd@gmail.com](mailto:nkhesdpwd@gmail.com)**

MEMO NO-137

DATE: 26.05.2026

**NOTICE INVITING e-TENDER No: WBPWD/AE/NKHESD/NIQ- 07/Q of 26-27**

The Assistant Engineer, North Kolkata Health Electrical Sub Division, P.W.Dte, on behalf of the Governor of the State of West Bengal, invites e- Tender for the work as stated below.

**1. INFORMATION ABOUT THE WORK:**

1.	NAME OF WORK	<b>REPAIRING OF ELECTRICAL INSTALLATION WORK OF LIFT INCL. OTHER ELECTRICAL WORKS AT SALT LAKE SUB-DIVISIONAL HOSPITAL</b>
2.	ELIGIBILITY OF THE BIDDER	BONAFIDE ELECTRICAL CONTRACTORS (ELIGIBILITY CRITERIA IS STATED BELOW IN CLAUSE 2).
3.	EARNEST MONEY TO BE DEPOSITED:	<b>Rs. 8662/-</b> WILL HAVE TO BE DEPOSITED ONLINE BY THE ALL BIDDERS IN FAVOUR OF THE EXECUTIVE ENGINEER, KOLKATA NORTH HEALTH ELECTRICAL DIVISION, P.W.DTE.
4.	ESTIMATED AMOUNT PUT TO TENDER:	<b>Rs. 4,33,100.00</b>
5.	TIME PERIOD OF COMPLETION OF WORK:	45 DAYS

**2. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER: -**

- a. The prospective bidders Must have valid up to date clearance of Trade License, and Professional Tax Clearance Certificate & Challan of requisite amount, Pan Card, Voter ID Card/Aadhar card for self-identification.
- b. The agency must procure the materials from the Manufacture/OEM or from their authorized sales channel so that the standard warranty/support of the Manufacture/OEM becomes applicable to the products to be delivered and installed by them.
- c. The contractors who have been delisted or debarred by any Government Department shall not be eligible in any way. [An undertaking should be given stating thereby that the Firm has not been debarred or penalized for any reasons out of work by any PWD, in Non – Judicial Stamp paper of appropriate value duly notarized, i.e. in form “Y”].
- d. Valid up to date, self-attested documents of Upto date Professional Tax Deposit Challan & certificate, Pan Card, GST Registration, Voter ID/Aadhaar Card for self-identification to be accompanied with the Technical Bid Documents to be submitted. [Non-statutory Documents, all documents must have self-attestation.]
- e. Registered Partnership Deed (for Partnership Firm only) along with Registered Power of Attorney to be submitted [non-Statutory documents].

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f. The prospective Bidder or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. [A declaration in form "Y" in this respect through affidavit has to be furnished as Non-Statutory Document by the prospective BIDDER without which the Technical Bid shall be treated non-responsive.]

a) Prospective Bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.

b) Prospective Bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm or in Joint Venture. If found to have applied severally in a single job, all his applications will be rejected for that job.

c. Bidders have to produce original copy of uploaded documents before Technical Evaluation if required.

d. Joint ventures will not be allowed.

e.

The Bidder must have valid Electrical Contractor License duly issued by Licensing Board /Directorate of Electricity of the Concerned State Government [West Bengal Licensing Board, in case of West Bengal]. The Contractor Must Have Supervisor or Engineer, Holding Electrical Supervisor's Certificate of Competency (SCC), granted by authorities of the concerned state Government [ West Bengal Licensing Board, in case of West Bengal] for Supervision of the work]

f. **The prospective Bidder must have Electrical Supervisor's Certificate of Competency in parts 1,2, 4, 7A, 11 or National Supervisors Certificate.**

3.Where there is a discrepancy between the unit rate & the line-item total resulting from multiplying the unitrate by the quantity, the unit rate quoted shall govern.

4.Prevaling safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

5.No mobilization /secured advance will be allowed.

6.Bids shall remain valid for a period not less than 120 days (One Hundred Twenty Days) from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

7.Agencies shall have to arrange for storing of materials, labour shed etc. at their own cost and responsibility.

8.Labor Welfare Cess @ 1(one) % of Gross Bill Value will be deducted from every Bill of the selected agency as per Government rule time to time. **GST will be allowed as applicable as per Govt. rule.**

Sd/-

ASSISTANT ENGINEER, PWD  
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**IMPORTANT DATE AND TIME SCHEDULE: -**

<b><i>SL. NO.</i></b>	<b><i>PARTICULARS</i></b>	<b><i>DATE &amp; TIME</i></b>
<b><i>1.</i></b>	Date of uploading (Publishing) of N.I.T. Documents (Online)	27/05/2026 at 10:00 Hrs.
<b><i>2</i></b>	Documents download start date (Online).	27/05/2026 at 10:00 Hrs.
<b><i>3.</i></b>	Bid proposal submission start date (Online).	30/05/2026 from 11.00 Hrs.
<b><i>4.</i></b>	Bid proposal Submission end date (Online).	08/06/2026 up to 11.00 Hrs.
<b><i>5.</i></b>	Bid opening date for Technical Proposal (Online).	10/06/2026 at 11.00 Hrs.

**LOCATION OF CRITICAL EVENTS: -**

**BID OPENING :**

Office of The Assistant Engineer  
North Kolkata Health Electrical Sub Division P.W.D  
Purta Bhawan Bidhannagar, Kolkata -700091

9. The Agency will be liable to maintain the work, at working portion, at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost from the date of completion of the work for a period applicable as per prevailing departmental norms. If any defect/damage is found during the period as mentioned above, the contractor shall make the same mending good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect. Also the Prospective Bidders shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and a period, as applicable, accordingly from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge maybe considered towards release of full –Security Deposit. Full security deposit will be disbursed as per existing departmental norms from the date of full completion of the work at the appropriate satisfaction of Engineer-in-Charge
10. **Earnest Money:** - The Bidder mandatorily has to submit the amount of Earnest Money @ 2% (two percent) of the estimated Amount or fixed as mentioned in this NIT/NIQ as per the guideline related to online receipt and refund of e-procurement

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through State Government e-Procurement Portal issued by the Finance Department (Audit Branch), Government of West Bengal vide Memo No 3975-F(Y) dated 28/7/16. If 2% of the quoted amount becomes more than the EMD amount deposited online, the balance EMD (difference of the 2% of the quoted amount and Rs. 8662/-) has to be deposited by the successful Bidder before issuance of Work Order subject to acceptance of the quoted rate by the Tender Inviting Authority.

11. For e-Filing, the intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & Earnest Money may be remitted as per Govt rule.
12. During e-Filing, NO tender fee should be sent. Tender Fee needs to be deposited only by the successful bidder during the time of agreement.
13. **An additional performance security @10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimate put to tender. The additional performance security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of the work order. If the bidder fails to submit the additional performance security within 7(seven) working days from the date of issuance of letter of acceptance, his earnest money will be forfeited & other necessary actions as per NIT like black listing of the contractor, etc. may be taken. The bank guarantee shall have to be valid up to end of the contract period & shall be renewed accordingly if required as per memo no. 4608-F(Y) dtd:- 18.07.2018 of the Additional Chief Secretary to the Govt. of West Bengal**
14. The documents submitted by the bidders should be properly indexed, clear, legible & digitally signed.
15. In case of Any Query/Objection regarding Technical Evaluation, may inform to **Bid Evaluation Committee** and such filing of written application has to be done within forty-eight hours from the date and time of publication of the result of technical evaluation of any bid.
16. The FINANCIAL OFFER of the prospective Bidder will be considered only if the Bidder qualifies in the Technical Bid. The decision of the Assistant Engineer, North Kolkata Health Electrical Sub-Division, P.W.D. will be final and binding on all concerned and no challenge against such decision will be entertained. The name of Qualified Bidders will be displayed in the website on the scheduled date and time as specified above.
17. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense.
18. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> within the time as specified above.
19. 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 Department. Assistant Engineer, North Kolkata Health Electrical Sub-Division, P.W.D. reserves the right to reject any or all the application(s) for purchasing Bid Documents and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
20. The Earnest Money of all the unsuccessful Tenderer will be refunded automatically as per Memo No 3975-F(Y) dated 28/7/16 issued by the Finance Department (Audit Branch), Government of West Bengal.
21. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b), Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

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- 22.** During the scrutiny, if it comes to the notice to the tender inviting authority that the paper(s) has/have been of any bidder found incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected outright. Assistant Engineer, North Kolkata Health Electrical Sub-Division, P.W.D. reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 23.** Before issuance of the WORK ORDER, the tender inviting authority may verify the document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is/are either manufactured or false, the workorder will not be issued in favour of the said Tenderer.
- 24.** If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence: -  
a. Form No. 2911 with latest agenda & corrigendum b. NIT/NIQ. c. technical bid  
d. financial bid, e. EMD
- 25.** If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
- 26.** In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to confirm to the prevailing relevant schedule of rates and / or technically sanctioned estimate.
- 27.** The intending Tenderer is required to quote the rate in figures as well as in words.
- 28.** Conditional / incomplete tender will not be entertained.
- 29.** A) The accepting authority reserves the right to reject/Cancel 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.  
B) The Assistant Engineer, North Kolkata Health Electrical Sub-Division, P.W.D. reserves the right to issue any Corrigendum to The NIT or Cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
- 30.** Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of Issuance of work order as well as payment, if any. Intending Tenderer may consider this criterion quoting their rates.
- 31.** There shall be no provision of Arbitration. Hence Clause 25 of WB Form No. 2911 (ii) is omitted vide Notification No. 558/SPW dated. 13.12.2011 of Secretary to the Govt. of W.B. & also to inform to all bidders that the clause no 17 of WB Form 2911/2911(i)2911(ii) is partly modified vide notification no 177-CRC/2M-57/2008 dated 12.07.2012 of Secretary to the Govt. of West Bengal
- 32.** Intending bidders must have thorough knowledge about the sites where actual execution of work will be done. No excuse will be entertained later.
- 33.** Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm to upload such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908
- 34.** The successful bidder will be liable to abide by the clause laid in Order No. 177-CRC/2M- 57/2008 dated 12.07.2012 of secretary to the Govt. of West Bengal & Order No. 177/1(15)-CRC/2M- 47/2008 dated 12.07.2012 of Technical Secretary, Public Works

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Department.

35. As the work will be executed in a Government premises and users are also Government Department, provision of service tax is not considered.
36. Release of security deposit will be done as per guide line as per existing Govt. Rule.
37. Tender inviting authority at his own discretion may relax minor shortfall (if any) of the qualification criteria of the participants for the interest of Government works.
  
38. The Tender inviting authority, reserves the right to accept/reject the whole tender/ part of the tender. Materials make of the Schedule item will be selected on the basis of the decision of the EIC.

All bidders are requested to be present in the office of The Assistant Engineer, North Kolkata Health Electrical Sub-Division during opening of Financial Bid. No request related to any point will be entertained who will be absent during financial bid opening time. Assistant Engineer, North Kolkata Health Electrical Sub-Division, PWD may call Sealed Bid after opening of the said bid to obtain the suitable rate further, if it is required as per existing rule of the Government. No informal tenderer will be entertained in Bid further.

**INSTRUCTION TO BIDDERS**

General guidance for e-Tendering Instructions/ Guidelines for tenders for electronic submission of the tenders 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, through logging on to <https://wbtenders.gov.in> (the web portal of P.W.D 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 Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token.
- 3.** The contractor can search & download NIT/NIQ & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- 4. Participation in more than one work**  
A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
- 5.Pre-Bid Meeting**  
Bidders are requested to attend the pre bid meeting on specified date, time & venue for their any shorts of clarifications. No request for relaxation and alteration of specifications and others will be entertained after the date and time of pre-bid meeting.

**6.Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**[A] Technical proposal**

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

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**A-1 Statutory Cover Containing**

- a. Demand Draft/ Bankers Cheque towards cost of tender documents/ original documents as prescribed in the NIT, against work in favor of Executive Engineer, Kolkata North Health Electrical Division, PWD (For successful bidder)
- b. Tender form No. 2911, NIT with all agenda, Memorandum No: 547-W(C) /1M-387/15 dated: - 16.11.2015 of PWD corrigendum, & (download & upload the same Digitally Signed, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911 the tender liable to summarily rejected).
- c. Special Terms, condition & specification of works if any.

**A-2. Non statutory Cover Containing**

- a. Professional Tax Clearance Certificate / Professional Tax (PT) deposit receipt challan for the last financial year, Pan Card, GST Registration Certificate, Income Tax Acknowledgement receipt for the latest assessment year.
- b. Registration Certificate under Company Act. (if any).
- c. Registered Deed of partnership Firm/ Article of Association & Memorandum
- d. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- e. Trade License
- f. Certificate of Registration' from the respective Assistant Registrar of Co – operative Societies & Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS)(for Regd. Unemployed Engineer's Co – Operative Society Ltd. )
- g. Separate AFFIDAVIT – “Y” declaration has to be uploaded for this particular NIT.**
- h. Valid e-mail address, mobile no & mailing address for correspondence (with authenticated documents).**

Note: - Failure of submission of any of the above-mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory over.

Sd/-

ASSISTANT ENGINEER, PWD  
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**B. Tender evaluation committee (TEC)**

- i. Tender will be evaluated by Assistant Engineer, PWD, North Kolkata Health Electrical Sub-Division.
- ii. **Opening of Technical proposal:** - Technical proposals will be opened by the Assistant Engineer, PWD, North Kolkata Health Electrical Sub-Division & his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- iii. Intending tenderers may remain present if they so desire.
- iv. Cover (folder) statutory documents (vide CL No. A-1) should be open first & if found in order. Cover (folder) for non-statutory documents (vide CL No. A-2) will be open. If there is any deficiency in the statutory documents the tender will summarily by

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rejected.

- v. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the tender evolution committee.
- vi. Uploading of summary list of technically qualified tenderers.
- vii. Pursuant to scrutiny & decision of the evaluation committee the summary list of eligible tenders.
- viii. While evaluation the committee may summon of the tenders & seek clarification / 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.

**[C]Financial proposal**

- a. 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.
- b. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**7. Penalty for suppression / distortion of fact.**

Submission of false document by Tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**8. Rejection Of Bid**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

**9. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911(ii) will incorporate all necessary documents e.g. N.I.T., all addenda- corrigendum, special terms & condition, Schedule of works (B.O.Q).and the same will be constituted between the Tender Accepting Authority and the successful Bidder.

**PROCEDURE FOR SUSPENSION AND DEBARMENT OF SUPPLIERS, CONTRACTORS AND CONSULTANTS**

**1. SCOPE**

The procedure as laid down in subsequent paragraphs shall govern the suspension / debarment of suppliers, contractors and consultants ("contractors" for brevity) involved in Government procurement for offenses or violations committed during competitive bidding and contract implementation, for the works under Public Works Department, Government of West Bengal.

**2. PROHIBITION / ON SUSPENDED DEBARRED PERSONS/ENTITIES TO PARTICIPATE IN THE BIDDING OF GOVERNMENT PROJECTS/CONTRACTS OF THE DEPARTMENT.**

A person/entity that is suspended / debarred by a procuring entity shall not be allowed to participate in any procurement process under Public Works Department during the period of suspension / debarment unless the same has been revoked.

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A joint venture or consortium which is suspended / debarred or which has suspended /debarred member/s and/or partner/s as well as a person/entity who is a member of a suspended / debarred joint venture or consortium shall, likewise, not be allowed to participate in any procurement process under Public Works Department during the period of suspension / debarment unless the same has been revoked.

*(The same must be invariably mentioned in procurement notice.)*

**3. DEFINITION OF TERMS: -**

**3.1 Bidder:** - A Person /Contractor /Agency /Joint Venture /Consortium/ Corporation participating in the procurement process and/or a Person /Contractor /Agency /Joint Venture /Consortium/ Corporation having an agreement/contract for any procurement with the department shall be referred as bidder.

**3.2 Bid Evaluation Committee (BEC in short):**

a) "Bid Evaluation Committee" for the bids invited by the Executive Engineer will be comprising of i) Concerned Executive Engineer inviting bids as chairperson and convener, ii) Divisional Accounts Officer as member and iii) Concerned Assistant Engineer as member.

b) "Bid Evaluation Committee" for the bids invited by the Superintending Engineer will be comprising of i) Concerned Superintending Engineer as chairperson and convener, ii) Concerned Executive Engineer as member, iii) T.A to Superintending Engineer of concerned Circle or any other Executive Engineer of the Circle as member, iv) Divisional Accounts Officer/ Divisional Accountant as member.

*The Bid Evaluation Committee, as constituted by the Department from time to time.*

**3.3 Consolidated Debarment List:** - A list prepared by the Department containing the list of bidders debarred by the Public Works Department, Government of West Bengal. The list would be displayed on website of the Department

**3.4 Contract implementation:** - A process of undertaking a project in accordance with the contract documents.

**3.5 Debarment:** - An administrative penalty, in addition to the contract provision, disqualifying a bidder from participating in any procurement process under Public Works Department, Government of West Bengal for a given period.

**3.6 Debarred Bidder:** - A Bidder who was disqualified by the competent Authority of the Public Works Department, Government of West Bengal.

**3.7 Department:** - Public Works Department, Government of West Bengal.

**3.8 Debarment Committee (Committee competent for issuing Debarment Order) :-** The "Debarment Committee" will be comprising of the (i) The Engineer in Chief & Ex- Officio Secretary, Public Works Department as chairperson and convener, (ii) The Chief Engineer, Head Quarter, Public Works Directorate as member and (iii) The Chief Engineer, Head Quarter, Public Work (Roads) Directorate as member, iv) The Financial Advisor, Integrated Finance Branch, PWD as member, v) For electrical works, the Chief Engineer, Electrical! for NH works, the Chief Engineer, NH! for Social Sector works, the Chief Engineer, Social Sector as member. The Debarment Committee is authorized to decide to place alleged bidders under debarment.

**3.9 Entity: -**

A Person /Contractor /Agency /Joint Venture /Consortium/ Corporation

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participating in the procurement process and/or a Person /Contractor /Agency /Joint Venture /Consortium/ Corporation having an agreement/contract for any procurement with the department shall be referred as entity

- 3.10 **Offence:** - A violation or breach of a law, regulation, laid down procedure, etc.
- 3.11 **Procurement:** - It is the act of buying goods, services or works from an external source. It is favorable that the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the acquirer in terms of quality and quantity, time, and location.
- 3.12 **Procuring Entity / Authority:** - The officer authorized by the Public Works Department, Government of West Bengal, for procurement.
- 3.13 **Suspension:** - Temporary disqualification of a bidder from participating in the procurement process of Public Works Department for a period of 6(six) months when an offence is made out against a bidder.
- 3.14 **Suspension Committee (Committee competent for issuing Suspension Order):-**  
"Suspension Committee" will be comprising of i) Zonal Chief Engineer, of the concerned Directorate, as chairperson and convener, ii) Assistant Chief Engineer. (Monitoring), of the concerned Directorate as member and iii) Concerned Superintending Engineer, of the respective wing, as member. For NH works, the Zonal Chief Engineer, P.W (Roads) Directorate will act as Chairperson and Convener and for Electrical and Social Sector works, the Zonal Chief Engineer, P.W. Directorate will act as Chairperson and Convener of the Suspension Committee as stated above.

#### **4. GROUNDS FOR SUSPENSION AND DEBARMENT**

- 4.1. Submission of eligibility requirements containing false information or falsified documents.
- 4.2. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
- 4.3. Unauthorized use of one's name/digital signature certificate for purpose of bidding process.
- 4.4. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favour.
- 4.5. Refusal or failure to post a self-declaration to the effect of any previous debarment imposed by any other department of State Government and / or Central Government.
- 4.6. All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complain about any bidder, lodging false complain about any officer duly authorized by the department, restraining any interested bidder to participate in the bidding process, etc.
- 4.7. Assignment and subcontracting of the contract or any part thereof without prior written approval of the procuring entity.
- 4.8. Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints etc damaging the reputation of the department or any other type complaint considered fit by the competent authority of the department, are received from more than one officer or at more than one occasion from individual officer.
- 4.9. Refusal or failure to post the required performance security / earnest money within the prescribed time without justifiable cause.
- 4.10. Failure in deployment of technical personnel, engineers and / or work supervisor having requisite license/ supervisor certificate of competency as specified in the Contract.
- 4.11. Refusal to accept an award after issuance of "letter of acceptance" or enter into contract with the government without justifiable cause.
- 4.12. Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period as mentioned in the "Letter of Acceptance",

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4.13. Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract.

4.14 For the procurement of consultancy service/ contracts, poor performance by the consultant of his services arising from his fault or negligence. Any of the following acts by the consultant shall be construed as poor performance.

- i. Non deployment of competent technical personnel, competent engineers and /or worksupervisors;
- ii. Non deployment of committed equipment, facilities, support staff and manpower; and
- iii. Defective design resulting in substantial corrective works in design and/or construction;
- iv. Failure to deliver critical outputs due to consultant's fault or negligence; and
- v. Specifying materials which are inappropriate and substandard or way above acceptable standards leading to high procurement cost.
- vi. Allowing defective workmanship or works by the contractor being supervised by the consultant.

4.15 For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and/or unsatisfactory or inferior quality of goods, vis a vis as laid down in the contract.

4.16 Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

**5. CATEGORY OF OFFENSE: -**

5.1. First degree of offense: - Sl. No. 4.1 to 4.16 to be considered as first degree of offense.

5.2. Second degree of offence: - Any one of the offences as mentioned under 5.1 above, committed by a particular bidder/contractor/supplier by more than one occasions, be considered as second degree of offense. In addition to the penalty of suspension / debarment, the bid security I earnest money posted by the concerned bidder or prospective bidder shall also be forfeited.

*(The same must be invariably part of the process of evaluation of bids.)*

**6. PENALTY FOR OFFENSE: -**

6.1. For committing Degree of offense: - Disqualifying a bidder from participating in any procurement process under the Public Works Department, Government of West Bengal up to 2(two) years.

6.2. For committing Degree of offense: - Disqualifying a bidder from participating in any procurement process under the Public Works Department, Government of West Bengal for a period of 3(three) years.

**7. PROCEDURE OF SUSPENSION AND DEBARMENT DURING THE PROCUREMENT PROCESS:**

**7.1 Initiation of Action, Notifications and Hearings.**

Any bidder or procurement authority on his own or based on any other information made available to him may initiate the process of suspension / debarment proceedings by filing a written complaint with the **Bid Evaluation Committee** and such filing of written application has to be done within forty-eight hours from the date and time of publication of the result of technical evaluation of any bid.

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a) Upon verification of the existence of grounds for suspension / debarment, the chairperson of Bid Evaluation Committee shall immediately notify the bidder concerned either electronically through his registered e-mail id or in writing to his postal address, advising him that:

- i) A complaint has been filed against him and prima facie material has been found, which may lead to suspension/ debarment.
- ii) He has been recommended to be placed under suspension / debarment by the **Suspension Committee**, stating the grounds for such.
- iii) The said bidder within three days from the date of issue of such notification by the **Bid Evaluation Committee**, may approach the chairperson of **Suspension Committee** by submitting all required documents in his favour for a hearing. Any application made thereafter would not be entertained.

Such notice should contain the e-mail id and the postal address of the Chairperson of the Suspension Committee.

b) After receiving the recommendation for suspension from **Bid Evaluation Committee**, the **Suspension Committee** shall issue a notice to the alleged bidder, electronically through his registered e-mail id, to submit all relevant documents in support of his defence within three working days after issuance of the notice of the **Suspension Committee**. The **Suspension Committee** will conduct the hearing within seven working days from the date of receipt of the documents from the alleged bidder. If no appeal has been received from the alleged bidder or after hearing if found sufficient ground for Suspension the **Suspension Committee**, will suspend the alleged bidder from participating in the procurement process under the Public Works Department for a period of 6 (six) months from the date of issuance of Suspension order. The Chairperson of the Suspension Committee shall issue the Suspension Order within 7(seven) days from the last date of hearing and shall notify the bidder concerned either electronically through his registered e-mail id or in writing to his postal address. The chairperson of Suspension Committee shall also inform the decision to all concerned.

If sufficient reasons for suspension are not found, the Suspension Committee would reject the recommendation of Bid Evaluation Committee and would allow the bidder to take part in the tendering process. If the bidder is suspended, the Suspension Committee would recommend debarment of the bidder and forward the case with all documents to the Debarment Committee for further action.

c) The Debarment Committee upon receipt of the recommendation of the Suspension Committee shall scrutinize the documents. The Debarment Committee will hold a hearing of the alleged bidder and issue necessary order within 10(ten) working days from the last date of hearing. The Debarment Committee if satisfied after hearing shall forward the case to the Department for order of debarment. The Department in due course will issue Debarment Order disqualifying / prohibiting the erring bidder from participating in the bidding / procurement of all projects under Public Works Department, Government of West Bengal for a specified period. The alleged bidder shall be intimated accordingly either electronically through his registered e-mail id or in writing to his postal address. Otherwise, the Debarment Committee may reject the recommendation of the Suspension Committee. The chairperson of Debarment Committee shall also inform the decision to all concerned.

**8. PROCEDURE FOR DEBARMENT DURING THE CONTRACT IMPLEMENTATION STAGE:**

a) Upon termination of contract due to default of the bidder, the Engineer-in-charge shall recommend for debarment to the Bid Evaluation Committee. The

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Bid Evaluation Committee shall submit his recommendation of debarment of the alleged bidder along with a detail report stating clearly the reasons for debarment to the Debarment Committee within thirty days from the date of termination of contract. The alleged bidder shall be intimated accordingly either electronically through his registered e-mail id or in writing to his postal address. The chairperson of Bid Evaluation Committee shall also inform the decision to all concerned.

b) The Debarment Committee upon receipt of the recommendation of the Bid Evaluation Committee shall scrutinize the documents. The Debarment Committee will hold a hearing about the matter from the bidder and issue necessary order within 10(ten) working days from the last date of hearing. The Debarment Committee if satisfied after hearing shall forward the case to the department for order of debarment. The department in due course will issue Debarment Order disqualifying / prohibiting the erring bidder from participating in the bidding / procurement of all projects under Public Works Department, Government of West Bengal for a specified period. The alleged bidder shall be intimated accordingly either electronically through his registered e-mail id or in writing to his postal address. Otherwise, the Debarment Committee may reject the recommendation of the Bid Evaluation Committee. The chairperson of Debarment Committee shall also inform the decision to all concerned.

**9. STATUS OF SUSPENDED / DEBARRED BIDDER: -**

a) Bidder placed under suspension/ debarment by the competent authority will not be allowed to participate in any procurement process, within the period of suspension/debarment, in any procurement process under Public Works Department. The earnest money of the suspended bidder shall stand forfeited to the Government.

b) If the Suspension/Debarment Order is issued prior to the date of issue of "Letter of Acceptance", "Letter of Acceptance cum Work Order", "Work Order", "Notice to Proceed", "Award of Contract", etc for any bid, the suspended / debarred bidder shall not be qualified for award for the said bid and such procurement process will be dealt with as per existing norms by simply excluding the erring bidder.

C) If the Suspension/ Debarment Order is issued after award of a government project/contract to the debarred bidder, the awarded project/contract shall not be prejudiced by the said order provided that the said offense(s) committed by the debarred bidder is not connected with the awarded project / contract.

Sd/-  
Assistant Engineer, PWD  
North Kolkata Health Electrical Sub- Division

MEMO NO. 137/7

DATE :26.05.2026

Copy forwarded for information & circulation to the:-

1. The Superintending Engineer, Kolkata Health Electrical Circle P.W.Dte.
2. The Executive Engineer, Kolkata North Health Electrical Division P.W.Dte
3. The Assistant Engineer, Kolkata MCESD/R.G. Kar ESD. P.W.Dte.
4. The Divisional Account Officer, Kolkata North Health Electrical Division, P.W.Dte.
5. The Divisional Estimator, Kolkata North Health Electrical Division P.W.Dte.
6. This Office Notice Board.
7. File Copy.

Sd/-  
Assistant Engineer, PWD  
North Kolkata Health Electrical Sub- Division

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**AFFIDAVIT - "Y"**

***(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized)***

1. I, the undersigned, do certify that all the statements made in the attached documents for the work"....." (Name of work, tender of which invited) 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 undersigned.
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 any Government Department during the last 05 (Five) years prior to the date of this NIT.
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 understand 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.

**Note: Bidders are hereby intimated that an additional performance security has to submit in case of lower bidder at the rate 10 percent of tendered amount before issuance of work order as per GO No 4608 F Y dated 18.07.18 issued by Finance Department**

Signed by an authorized officer of

the firm Title of the Officer

Name of Firm with Seal