

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

“PROTITI”, 23, Abanindranath Thakur Sarani (Camac Street), Kolkata-700017

Phone: + 91 33 2255 3700-705 Fax: + 91 33 2255 3737

E-mail : wbidc@wbidc.com Web : www.wbidc.com

Corporate Identity Number: U75142WB1967SGC026988



Notice Inviting Electronic Quotation

SET OF e-QUOTATION DOCUMENTS, for -

Ref. NleQ No.: [WBIDC/SIP/Survey/2025-26/01/a](#)

NleQ ID: [2025_WBIDC_971755_1](#)

The Managing Director, West Bengal Industrial Development Corporation Ltd., invites e-Quotation for the work detailed in table below :-

(Submission of bid through online only) :-

Sl. Nos.	Name of the works	Performance Security (₹) for Sl. No.: - 1 & 2	Period of Completion	Concerned Division	Mandatory Eligible criteria of the Bidder
1.	Selection of Surveying Agency for physical demarcation of 18.61 acres of land at Sahachawk Industrial Park in the district of Paschim Medinipur according to the Land schedule available with WBIDC along with preparation of the lay out map of the area.	To be deducted @10% (ten percent) of final (total) bill value at the time of payment from the office of WBIDC as stated below.	55 (Fifty five) Calendar Days from the date of issuance of Work Oder.	The Advisor (Engineering) - Industrial Park & Projects Division, WBIDC Ltd.	Reliable, Reputed, resourceful and bonafide contractor with experience in similar nature of survey works having credential as per clause nos.- 1, 2, 11, 23, 33 & 35 (General T&C) & clause no.-2 (other T&C) of this NleQ in the last 03 (Three) years.
2.	Providing Physical possession of the total land until the entire allotment made over to the entrepreneur/s in full respect.		As required time to time by the Department.		

General Terms & Conditions of the Quotation

1. Earnest Money Deposit (EMD) & related information's :-

Each Quotationer will have to deposit earnest money of Rs. 16,000.00 (Rupees Sixteen Thousand) only as stated below at the time of application, which may be refunded later as per standard norms :-

The amount of Earnest Money is to be submitted online in the following payments modes (scanned copy of EMD has to be mandatorily furnished during the submission of Bid) :-

- 1.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
- 1.2. RTGS/NEFT in case of offline payment through bank account in any bank.
- 1.3. The intending bidders are requested to submit their tender along with prescribed application form in e-tender portal <https://wbtenders.gov.in>. The software shall make automatic encryption of the Technical as well as Financial Bid and no one shall be allowed to open two Bids prior to the date and time earmarked for opening by the Quotation Inviting Authority (WBIDC).

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- 1.4. After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened. The technical proposal (BID-A) will be opened on line.
- 1.5. Evaluation summary report of technical evaluation will be uploaded online to the portal from the office of the undersigned immediately after committee arrives at a decision regarding the same.
- 1.6. The Financial bid may be opened within a very short notice (as per standard norms of NIC), once technical evaluation is completed.
- 1.7. For further information, the bidders are requested to please contact at the office of undersigned. The advertisement of this work has published in the Newspaper for wide circulation purposes.
- 1.8. No Quotation Bid document will be accepted across the table and no such receipt will be issued thereon. In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.
- 1.9. Eligibility criteria for participation in Notice Inviting Online Electronic Quotation (NleQ) :-

Requirement of Credentials :-

- a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of **40% (forty percent) of the quoted amount during 05 (five) years** prior to the date of issue of the tender notice; or,
- b) Intending tenderers should produce credentials of **02 (two) similar nature of completed work, each of the minimum value of 30% (thirty percent) of the quoted amount during 05 (five) years** prior to the date of issue of the tender notice; or,
- c) Intending tenderers should produce **credentials of one single running work of similar nature which has been completed to the extent of 80% (eighty percent) or more and value of which is not less than the desired value at (a) above;**

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer of PWD, GoWB or equivalent competent authority/Department will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

2. Other terms and conditions of the credentials :-

- a) Payment certificate will not be treated as credential;
- b) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, on the executed value of completed / running work will be taken as credential.

No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer, GoWB or equivalent or competent authority of a State / Central Government, State / Central

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Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).

N.B. :-

Estimated Amount, tendered amount, value of executed work, Date of Completion of project along with telephone number, e-mail id & detail address for communication of client must be indicated in the Credential Certificate.

[Non-Statutory Documents]

- c) **The prospective bidders will have in their full-time engagement experienced technical personnel, the minimum being two (02) Diploma-holders in surveying & one (01) Diploma Holder in Civil Engineering having minimum three years of experiences along with one Team leader with a degree of BE/ME/MS or equivalent having experience of minimum five (05) years during the time of submission of this Bid Document.**

(Authenticated documents in respect of qualification and engagement for this work will have to be furnished for Technical Evaluation);

[Non Statutory Documents]

- d) **The prospective bidders will also have in their full-time/Part-time engagement one (01) experienced Architect/Draftsman Diploma/Degree holder with minimum two (02) years of experiences.**

(Authenticated documents in respect of qualification and engagement for this work will have to be furnished for Technical Evaluation);

- e) Valid Aadhar Card, PAN Card, Professional Tax Deposit Challan, GST registration, Trade license & EMD documents of latest year to be accompanied with the Technical Bid document.

- f) **Bidders shall not be under Ban/Blacklisting/Debarment for corrupt and fraudulent practices or for lack in performance by any Government/Semi-Government/PSU entity.**

- g) **The agencies having requisite total station survey, Auto Station/EDM & DGPS etc.**

Equipment's along with manpower and appropriate computer software etc. will be preferred.

- h) Bidder should have technical, financial and managerial capabilities as provided herein; **Bidder should have Net average annual financial turnover during the last three (03) years (minimum) of at least Rs. 35.00 Lakh (Rupees Thirty Five Lakh) only.**

3. **The executing agency (successful bidder) may not get a running payment unless completion of the full work within the stipulated time frame on 'percentage basis as mention at vide pages – 8 & 9' (payment schedule) of this Bid document.**

The payment will be made as and when fund is available from the concerned source. No claim whatsoever for delay in payment, if any, will be entertained. **Retention money towards performance Security amount to 10% (ten percent) of the value of the work will be deducted** from the running account bill of the tender as per prevailing order.

No interest will be paid on security deposit, in this regard.

4. Standard I.T will be deducted, as applicable during the payment of Bill.
5. Royalty & all other statutory levy/CESS/etc. will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all the taxes stated above, if applicable.
6. No Mobilization Advance along with Secured Advance and price escalation will be allowed from the office of WBIDC.
7. **There will be no provision of Arbitration. Joint Venture (JV) is also not allowed in this regard.**
8. Every participating Bidders need not required to pay the cost of Quotation documents for the purpose of participating in e-quotation, **unless as mention at point no-28.**
9. In the event of e-filling intending bidder may download the quotation document from the website directly by the help of Digital Signature Certificate from the online Tender portal, GoWB.

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10. This Bid documents may be downloaded from the e-Tender portal web site and submission of Technical Bid/ Financial Bid as per tender time schedule stated in serial no. 16 the documents submitted by the bidders should be properly indexed & self-attested with seal.
11. The intending agencies must have to produce up to date valid Professional Tax, Partnership deed (in case of partnership firm) and Trade License from competent Authority/GoWB, valid PAN, valid GSTIN, Turnover (as stated above), Current I.T return and Credentials by means of submission of completion certificate of similar nature of works in the last 05 (five) financial Years. The permission without experience in such type of work will not be considered.
12. Bid shall remain valid for a period not less than 120 (One Hundred Twenty) days from the last date of submission of Financial Bid/Sealed Bid.
13. The Managing Director, West Bengal Industrial Development Corporation Limited (WBIDCL) reserves the right to accept or reject and modify any or all quotation at any time without assigning any reason whatsoever.
14. Conditional Rate will not be accepted. No enhancement of rate is admissible.
15. The rate must inclusive of all taxes/GST of State Government, Union Government (like P.T., I.T., S.T.) and the cost of carriage and all other incidental charges for supplying furniture at Sahachawk/Kharagpur Local area.
16. The successful Bidders shall have to enter into an agreement in the prescribed format attached herewith within 07(Seven) working days from the date of issue of letter of acceptance, failing which the accepted quotation may be liable to treated as cancelled, if the Quotation inviting Authority desires so.

Available Land schedule in details of the entire Sahachawk Industrial Park will be provided to the Service Provider at the time of Award of Contract (AoC) from the office of WBIDC.

17. List of critical Date & Time Schedule are as follows :-

Sl. No.	Particulars	Date & Time schedules
1.	Date of uploading of e-N.I.Q. Documents (online) (Publishing Date)	16/12/2025
2.	Documents download/sell start date (Online)	16/12/2025, 04:00 p.m.
3.	Documents download/sell end date (Online)	13/01/2026, 04:00 p.m.
4.	Pre-bid Meeting [Essential]	22/12/2025, 04:00 p.m. at WBIDC
5.	Bid submission start date (On line)	26/12/2025, 04:00 p.m.
6.	Bid Submission closing date (On line)	13/01/2026, 04:00 p.m.
7.	Date & Place for Opening of Technical Bid (online)	16/01/2026, 04:00 p.m. at WBIDC
8.	Date & Place for Opening of Financial Bid (online)	To be notified Later on from :- WBIDC Ltd., 'PROTITI', 23 rd Abanindranath Nath Thakur Sarani (Camac Street), Kolkata- 700017, W.B

N.B. -

- All Legal queries at the ground of this NleQ will only be entertained in written format with addressing to the Quotation Inviting Authority within 48hrs. at the time of opening of Technical Bid (online).
- Bidder shall have to fill rates at the BOQ format which will be treated at Financial Bid documents.
- Financial Bid will be opened minimum 48 Hrs. later from the time of opening of Technical Bid related to this NleQ which will be intimated as stated above.
- After opening of Financial Bid, no further Queries/etc. related to this matter will be entertained from the end of WBIDC Ltd.

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18. In the event of acceptance of lowest tendered rate, no multiple lowest rates may be considered by the Department.
19. DLP for the work will be One Hundred Twenty (120) days from the actual date of work completion.
20. Lowest (L-1) quotationer will be decided based on total amount of their submitted quotation.
21. During scrutiny, if it is come to the notice to Quotation inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, the tendered will not be allowed to participate in the tender and that application will be rejected without any prejudice with forfeiture of earnest money in all respect. Also the said Bidder will be blacklisted from this Corporation.
22. Before issuance of the work order, the quotation inviting authority may physically verify the credential & other documents of the lowest quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest quotationer is either manufacture or false in that case, work order will not be issued in favour of the quotationer under any circumstances, as stated above.
- 22.1. Conditional tender will not be accepted in any case.
- 22.2. The accepting authority reserves the right to accept or reject and or modify the tender without assigning any reasons what so ever.
- 22.3. The applicant must inspect the site of work and get acquainted with site conditions, facilities available and problems to be faced during work and take into account all such factors at their own responsibilities before quoting rate. For any query may please contact with :
- Sri Gopinath Chattopadhyay, Advisor (Engineering), WBIDC : 033 22553-851 (O)
e-mail : gopinath.chattopadhyay@wbidc.com
 - Sri Soham Dutta, Executive Assistant (IP), WBIDC : 033 22553-745 (O)
e-mail: soham.dutta@wbidc.com
- Respective Site & Address :** [Sahachawk Industrial Park](#)
NL 22°35'36" & EL 87°27'42" (Total area: 353.52 acres)
P.S- Kharagpur Local, P.O- Rakhajungle, Tata Metaliks Road
Kharagpur area, Paschim Medinipur- 721301, W.Bengal

Location & Advantages of Sahachawk I.P :

- The Industrial Park is spread over approx. 353.52 acres of land, the ownership of which rests with WBIDC.
- The Park is situated in the West part of Medinipur, West Bengal.
- The site is accessible through National Highway - 6.
- It is well connected to South Eastern Railways.
- The land parcel is being offered on 'as - is - where - is' basis. The Park has been identified suitable for Steel & Allied Industries based on its proximity to existing units like Primary Castings Pvt. Ltd., Radix Infracon Pvt. Ltd., APS Energy Pvt. Ltd. & Ramswarup Lohh Udyog Ltd. of whom have expressed keen interest on the land though it is non-contiguous. The park is therefore suitable for setting up of all categories of Industries (up to Red Category) as per PCB Norms.
- Nearest Airport is Andal Airport at Durgapur, followed by Netaji Subhash Chandra Bose International Airport at Kolkata.
- Existing entrepreneurs'/etc. of the respective Sahachawk I.P site -

Sl. Nos.	Names of existing Unit-holders/Features	Areas in acres	Ref. Plot No.	Status
1.	Radix Infracon Pvt. Ltd.	4.0100	A	Operational
2.	Primary Casting Pvt. Ltd.	11.9200	C	Operational
3.	APS Energy Pvt. Ltd.	3.5600	B	Operational
4.	Ramswarup Lohh Udyog Ltd.	315.4200	D	Operational
5.	WBSETCL Sub-Station.	Scope of work	-	Existing
6.	Un-allotted land (Existing)	18.6100	-	Scope of work to the Bidder

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Area of Sahachawk I.P :-	353.520 Acres (in total)
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23. Deduction of taxes/etc. shall be governed by the latest Govt. Rule. Bidders have to quote rate inclusive of 18% GST (as mentioned at the Price Bid format) along with all taxes whatsoever applicable etc.
24. If any contractor fails to start the work within 07 (Seven) working-days from issuing date of work order, the Work Order may be cancelled. No litigation to this effect shall be entertained by the Quotation Inviting Authority, this is incorporated to deliver time bound Public Serving Works. EMD at this ground will be forfeited by this Corporation.
25. Prevailing safety norms has to be followed so that loss of time due to injury is zero.
26. At any instant cases if necessary, successful bidder should interact with the local SDL&L.RO, BL&L.RO, Local Municipality/Panchayet/etc. or any other Local/ District authorities/Govt. Parastatal bodies/etc. required to complete the aforesaid works.
27. A comprehensive work-programme/schedule showing all the details regarding execution of this survey work to be submitted to the Engineer-in-Charge of the respective site.
28. Price of this Quotation document is Rs. 500.00 (Rupees Five Hundred) only - excluding GST, which is non-refundable. Technically Successful Lowest Bidder has to deposit this amount to the office of WBIDC at the time of Contract Agreement in prescribed format as stated & attached herewith (Annexure – D).
29. Payment for the work maybe maid to the executing Agency at earliest as per availability of Fund of this Corporation.
30. No mobilization/secured advance will be allowed.
31. The Agency shall have to arrange to land for erection of plant & machineries, storing of materials, Labour shed, Laboratory etc. at their own cost and responsibility, if needed with intimating the office of WBIDC.
32. All the materials including cement & steel/etc. shall be of specified grade and approved brand in conformity with relevant code of practice as per latest revision & manufactured accordingly. Authenticated evidence for purchase of such materials (concrete pillar/ RCC demarcation poles/etc.) to be submitted along with challan & test certificates. In the event of further testing opted by Engineer-in-Charge then such testing from any Govt. approved/Reputed testing Laboratory shall have to be conducted by the Agency at their own cost. No cost in this regard will be entertained by the office of WBIDC.
33. The Contractor shall also abide by the Laws of Land, GoWB.
34. All the Tax including GST, I.T/etc. will be deducted from every bill of the selected Agency.
All the Bidders are requested to be present in the Office of the WBIDCL at the mentioned time & date during opening of Financial Bid, if possible. Advisor (Engineering), WBIDC may call open bid/ seal bid after opening of said bid if the situation warrants the same.
35. The quotationer at his own responsibility & risk is encouraged to visit an examine the site of work and its surrounding and obtain all information that may be necessary for preparation of quotation before submission of offer with full satisfaction. The cost of visiting the site shall be at his own expenses.
36. Kolkata High Court shall have jurisdiction for any disputes concerning this work & related Work order.
37. The Earnest Money of the Bidder(s) will be refunded with approval from the office of the Managing Director, WBIDC Ltd. concerned with the work, after he/she/they is/are to apply for the same, giving the reference to the Work, NieQ No., date of NieQ, amount and mode of Earnest Money deposited-all in a Complete form. The Earnest Money of all the quotationer other than lowest quotationer should be refunded as per norms laid down in the Notification No. 451-

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A/PW/O/10C-35/10 dated 26.07.2011 of Accounts Branch, P.W.Dett., GoWB.

Evaluation Process

- (i) It may please be noted that as per standard norms, this Quotation document will be published at some reputed Newspaper for wide circulation along with advertisement purpose vide G.O no.: 3814-F(Y), dated 22.07.2014. Also the said document is available at the official website of WBIDC (Tender & Notice section).
- (ii) During the Online-Quotation Evaluation Process, the **Technical proposal (BID-A)** will be opened first.
- (iii) Those bidders who will qualify the **Technical proposal** as described above & in BID-A **containing Statutory/Non statutory documents including credentials** will be identified and only their **Financial Cover (BID-B)** shall be opened.
- (iv) The **Financial cover (BID-B)** will not be opened and will be summarily rejected if that Bidder fails to meet the technical requirements participating in the Quotation Document. The bidder offering the percentage rate if found suitable & as per the tender specification will only be selected.
- (v) **Technical Evaluation of the Quotation will be held on two parts**, i.e. opening & evaluation of tender. Also, **Financial Evaluation of the Quotation document will be held on two parts**, i.e. opening & evaluation of the same, as per the standard norms.

Other Terms & Conditions

1. Time Extension :-

- In general time extension is not allowed.
- **On special cases, the Directorate of the corporation may allow maximum period of 15 days (time extension) after the stipulated date of completion.**
- In this ground, day-wise Bar-Chart for the pending works must have to be submitted to the office of WBIDC.
- **After that a penalty of 0.50% which will be deducted from his R.A bill (i.e. Final bill) as the case may be for each week of delay on the amount put to tender.**

➤ Force Majeure :

If the execution of the contract/ order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WBIDC may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBIDC, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

The security deposit of the contractor shall not be refunded after the issuance of the certificate, final or otherwise, of completion of work by the Engineer-in-charge of this Corporation;

2. **The Quoted rate must be legible. Once the rate quoted as submitted cannot be altered by any means or methods. Bidder should mandatorily to be signed on every page of this Bid document as a token of acceptance at the time of Bid submission; elsewhere Quotation will be treated as cancelled by the WBIDC in all respect.**

3. Scope of Works :-

- a) Lay-Out of all the R.S plot/s of different area aggregating to 18.61 acres at field with the help of the land details available with WBIDC,
- b) Site plan/ Bird's eye view of the mentioned entire land parcel/s (area 18.61 acres),
- c) Superimposition of the land survey on the Mouza Map of the said land area,
- d) Preparation of Land Schedule of the proposed plot/s including details of the existing WBSETCL Sub-station land.
- e) Preparation of details Map & related data of existing WBSETCL sub-station with making a detail report.
- f) Demarcation of boundary of the proposed plot/s by RCC pillars/pegs as required with Ref. to above sl. no.- 32.
- g) Preparation of control reference pillar(s) as directed and fixing the original global co-ordinate on the pillar(s) with the help of DGPS (Differential Global Positioning System).

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- h) Layout of plot boundary points by RCC pillars/poles with the help of ETS (Electronic Total Station) from the reference pillar.
Preparation of Auto-CAD drawing of individual/total plot/s.
- i) Identification of land and preparation of drawing (superimposed on Mouza Map) based on field verification.
- j) Topographic along with the Grid contouring of the above cited identified land parcel/Plot/s.
(N.B:- Reduced Level should be given at 3.50 Mtr. Grid interval and contour map to be drawn accordingly).
- k) Also preparation of detail Master Plan of entire Sahachawk Industrial Park (area 353.52 acres in total) with mentioning adequate details therein in both Hard & Soft Copies.
- l) Other details/etc. in connections to the above points, if required & as stated by E.I.C.
- m) Providing Physical possession of the total land until the entire allotment made over to the entrepreneur/s in full respect in future.

4. Deliverables :-

- 1) Preparation of Lay out map of entire 18.61 acres (area wise, from the entire area of park as mention herewith) in two (02) sets of each hard (A-3 size colour) & soft copy.
- 2) Preparation of Lay out map of existing WBSETCL sub-station in two (02) sets of each hard (A-3 size colour) & soft copy (separately).
- 3) After identification of the same at field with global co-ordinates (with dimensions details) of all the respective points as required for the Layout Maps in two(02) sets of each hard & soft copy.
- 4) Identifications of Control Reference pillars with global co-ordinates over site plan for each separate plot therein.
- 5) As mentioned at scope of works of above sl. nos.- (i) to (k) & (m) - as required time to time.

N.B. - 1) All the above cited documents has to be submitted in both hard & soft copies (through branded good quality pendrive of 64 GB storage) along with to be sent through official mail to the WBIDC in PDF & Auto-Cad format, as stated by E.I.C.

2) WBIDC shall deliver available detail Land schedule of the entire land parcel (full & segregate-wise) along with HD drone image/video of the entire land parcel Park.

Payment schedules are as follows :-

Sl. Nos.	Stages of works	Stipulated Time frame (in calendar days)	Percentage of the Quoted fees to be paid as mentioned at Sl. No.- 3 of vide page- 3
1. A)	Physically tracing out of 18.61 acres of land from the entire land area of the park in accordance with the above mentioned scope of work of sl. no. a) to l) & list of deliverables.	49 Days	75 %
B)	In connections to above, Demarcation of each plot/s by R.C.C pillars/etc. & formation of Ref. CRP at every R.S plots therein & as stated above in the presence of WBIDC representatives at field.	06 Days	15 %
		For, Sl. No.- 1 :	Total : 55 (Fifty Five) Days

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2.	Providing Physical possession of the land (if scattered with different plots and/or chunk of land as found/records) until the entire allotment made over to the entrepreneur/s in full respect.	As required time to time & shall be informed by the Department, accordingly.	10 % (proportionate with the total un-allotted area)
*****		For, Sl. Nos. - 1 & 2 :- Total :-	100 %

5. Termination of Contract :-

WBIDC reserves the right to terminate the work on the following grounds :-

- If the Bidder fails to execute the work within the time limit as provided in this Bid Document.
- In case the Bidder fails to deliver or submit the deliverables as required under this NIQ and within such time as is provided in this EOI, unless such time is extended in writing by WBIDC.

6. Dispute Resolution :

- In case of any dispute arise during execution of the work or after completion of the work only, The Managing Director, WBIDC Ltd. reserves the right for resolution of disputes and such resolution framed in the matter shall binding full & final on all the respective parties.**
- In connection with the work, Arbitration will not be allowed.**
- High Court, Kolkata shall have jurisdiction for any dispute concerning the Work Order.**

7. Co-Operation and damages and Completion of Works :

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The work should also be carried out with due regard to the convenience of the road/building users and occupants, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-In-Charge are due to the negligence of the contractor are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-In-Charge.

8. Contractor's Office :

The contractor shall have an office adjacent to the work as may be approved by the Engineer-In-Charge where all directions and notice of any kind whatsoever which the Engineer-In-Charge or his representative may desire to give to the contractor in connection with the contract may be left and same when left at or sent by post to such office or delivered to the Contractor's authorized agent or representative shall be deemed to be sufficiently served upon the contractor.

9. Incidental and other Charges :

The cost of all materials, hire charges to Tools and plants, Labour, Corporation/Municipal Fees for water supply, Royalty or road materials (if any), Electricity and other charges of Municipalities or statutory Bodies, Ferry charges, Toll Charges, Loading and unloading charges, Handling charges overhead charges etc. will be deemed to have been covered by the rates quoted by the contractor except G.S.T. (Central and/or State), Income Tax, Octroi Duty/Terminal Tax, Turnover Tax etc.

All other charges for the execution of the complete or finished work or in case of supply of materials and for carriage to the entire satisfaction of the Engineer-In-charge of the work. No claim whatsoever in this respect will be entertained.

10. Authorized Representatives of Contractor :

The Contractor, may however, appoint and authorize representative in respect of one or more of the following purpose only.

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- a) General day to day management of work.
- b) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken of acceptance by the Contractor. The selection of the authorized representatives subject to the prior approval of the Engineer concerned and the contractor shall in writing seek such approval of the Engineer giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified the representative will be authorized for even after first approval, the Engineer may issue at any subsequent date.

Revised directions about such authorized representative and the contractor shall be bound to abide by such directions. The Engineer shall not be bound to assign any reason for any of his directions with regard to the appointment of authorized representative. Any notice correspondence etc. issued to the authorized representative or left at his address, will be deemed to have been issued to the contractor himself.

11. Power of Attorney:

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the WBIDC Ltd. shall not be bound to take cognizance of such of attorney.

12. If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder. **If the rate quoted by the bidder found excessive high or low against the work mention above, Quotation inviting authority may have the right to cancel the offered rate (un-justified) or seek justification for such rate before issuing letter of acceptance.**

13. The Earnest Money may be forfeited if :-

- a) If the Bidder withdraws the Bid during the period of Bid validity.
- b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- c) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other document which were uploaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.

14. All intending bidders should be appointed their expert personnel as stated above during execution of work.

15. Non-compliance to any terms & conditions laid herein shall constitute a breach of contract and penalty for non-compliance shall be enforced very rigidly.

16. Extra Conditions :

- WBIDC has the right to assign this Work Order to any other company at any stage of execution.
- WBIDC reserves the right to accept or reject any or all tenders without assigning any reason thereof and is not bound to award work to the lowest Bidder. WBIDC has the right to split the tender at any time during the contract period or before assigning the job to the bidder.
- WBIDC representative will be monitoring over the entire work process periodically up to the satisfaction in all respect. Upon fulfillment of the above cited points, R.A/Final bill/s will be approved by the WBIDC through the proper channel.

Memo No.: WBIDC/SIP/1465 dated: 10.12.2025

By Order-

Sd/-

The Managing Director

West Bengal Industrial Development Corporation Ltd.

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INSTRUCTION TO TENDERERS

SECTION – A

1. General guidance for e-tendering -

Instructions/ Guidelines for quotationer for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. Registration of Quotationer -

Any quotationer 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 <https://etender.wb.nic.in>. The quotationer is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature certificate (DSC) -

Each quotationer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Quotationer. DSC is given as a USB e-Token.

The contractor can search and download NleQ and 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. 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 and the other is Financial Proposal before the prescribed date and 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).

A-1. Statutory Cover Containing -

Technical Folder :

- i. Prequalification Application (Sec-B, Form – I, Declaration & Affidavit)
- ii. RTGS/NEFT towards earnest money (EMD) as prescribed in the NleT against each of the serial of work in favour of Managing Director, West Bengal Industrial Development Corporation Limited. (RTGS/NEFT Challan Copy should be submitted)
- iii. NleQ Documents with all agenda and corrigendum (download and upload the same Digitally Signed)
- iv. Special Terms, condition and specification of works.
- v. List of other documents as stated above.

Financial Folder :

- i. Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Printed Tender Form the tender will be summarily rejected)

A-2. Non statutory Cover Containing (My Documents Folder)

- i. Professional Tax(P.T) deposit receipt challan with valid Professional Tax Clearance Certificate, PAN Card, Income Tax Return for the latest Assessment, GSTIN or UIN, Trade License for current Financial year, Aadhar Card or/and Voter I.D. Card .
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Registered Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. Credential by means of submission of completion certificate of similar nature of a single work in any Government Department under Govt. of West Bengal in the last Five financial year of value not less than 40% of the estimated cost of the work applied for or two (02) similar nature of work, each of minimum value of 30% during last 05 years as per Notification No.03-A/ PW/O/10C-02/14 Dated: 12.03.2015 is to be furnished.
- vii. Scanned copy of Original Credential Certificate as stated in this NleQ.

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Note: - Failure of submission of any of the above-mentioned documents (as stated) will render the tender liable to be summarily rejected for both statutory and non-statutory cover.

The above stated non-Statutory/Technical Documents should be arrange in the following manner :-

Sl	Category Name	Sub-Category Description	Details
A	Certificate	Certificates	1. Valid AADHAR CARD and or VOTER I.D. CARD 2. Valid GSTIN or UIN 3. Valid PAN 4. Valid CURRENT P.Tax (Challan) and P. Tax Clearance Certificate 5. Upto date acknowledgement of Income tax statement, Turnover
B	company details	company details	1. proprietorship firm (trade Licence) 2. partnership firm (Registered partnership deed, trade license) 3. ltd. company (incorporation certificate, trade Licence) 4. society (society registration copy, trade Licence) 5. Registered power of attorney
C	credential	credential 1 credential 2	1. Similar nature of work done & credential certificate which is applicable for eligibility in this tender.

B. Tender screening -

- i Opening and evaluation of tender: - If any quotationer is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii Opening of Technical proposal: - Technical proposals will be opened by the Advisor(Engineering), WBIDC.
- iii Intending tenderers may remain present if they so desire.
- iv Cover (folder) statutory documents should be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- v Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- vi Uploading of summary list of technically qualified quotationer.
- vii Pursuant to scrutiny and decision of the screening committee the summary list of eligible quotationer and the serial number of works for which their proposal will be considered will be uploaded in the web portals.
- viii While evaluation, the committee may summon the quotationer(s) and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal -

- 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 virus scanned and Digitally Signed by the contractor.
- iii. Penalty for suppression / distortion of facts-
If any quotationer fails to produce the original hard copies of the documents (especially Completion Certificated and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the quotationer will be suspended from participating in the tenders on e-Tender platform for 03 (three) years. In addition, his user ID will be deactivated and Earnest money deposit will stand forfeited besides, the WBIDC Directorate may take appropriate legal action against such defaulting quotationer as per I.T. Rule.
- iv. **Rejection of Bid :**
The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel

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the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Quotationer or Quotationer or any obligation to inform the affected Quotationer or Quotationer of the ground for Employer's (tender accepting authority) action. The Quotationer who's Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.Q., all addenda-corrigendum, special terms and condition (Section –C), different filled-up forms (Section –B), B.O.Q. and the same will be executed between the Tender Accepting Authority and the successful Quotationer.

By Order –

Sd/-

The Managing Director

West Bengal Industrial Development Corporation Ltd.

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SECTION – B

FORM – I

[Print out in Agency's Letter head & upload the filled Proforma with digitally signed as stated below]

PRE-QUALIFICATION APPLICATION

To
The Managing Director
'PROTITI', 23rd A.N.T Sarani
(Camac Street)
Kolkata- 700017, W.Bengal

Ref: - Quotation for _____ (Quotation No.)
_____ (Name of work) _____

N.I.e-Quotation ID: _____

N.I.e.Q No.:..... of WBIDC

Dear Sir/Madam,

Having examined the Statutory, Non statutory and NleQ 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

capacity

_____ Duly authorized 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 is attached herewith.

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

We understand that:

- Quotation Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- Quotation Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Name of Agency (In block capital): _____ Full

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Address (In block capital): _____

PIN : _____

Mobile No.: _____ email ID: _____ PAN NO: _____

GSTIN/UIN NO: _____

Enclo:- e-Filling:-

1. Statutory Documents -
2. Non Statutory Documents -

Date:

Signature of applicant including title and capacity in which application is made.

(with office seal)

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FORM – II

[Affidavit may be valid six month from the date of notarized]

FORMAT- “Y”

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

Ref.: N.I.e-Quotation ID: _____

N.I.e.Q No.:..... of WBIDC

1. The under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the Application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in tender or rescind any tender by the GoWB Department during the last 5 (five)years prior to the date of this NieQ.
3. The under-signed 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 under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.

Signed by an authorized officer of the firm

Date :

Mob:

Name of the Firm with Seal

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FORM – III

[Print out in Agency's Letter head & upload the filled Proforma with digitally signed as stated below]

DECLARATION BY THE TENDERER

Ref.: N.I.e-Quotation ID: _____
N.I.e.Q No.: of WBIDC

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting electronic Quotation and other quotation documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed work referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We declare that I/We in the capacity of individual/ as a partner of a firm not debarred in the last financial year.

I/We also agree to procure tools, plants and others as per requirement, at my/our cost required for the work.

Signature of Tenderer
(With office Seal)

Date:
Contact No:
Official Mail Id. :

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Annexure - D

FORM – IV

Draft Contract Agreement

THIS AGREEMENT (“Contract Agreement”) is made on **the day of, 2025** at Kolkata.

BETWEEN :

West Bengal Industrial Development Corporation Limited, (Govt. of West Bengal undertaking), (hereinafter referred to as “WBIDC”) which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors in office and assigns) of One Part

AND

..... **LIMITED**, a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at (hereinafter referred to as the “Contractor”) which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors in office) of the Other Part.

Whereas the WBIDC has invited e-Quotation, **Notice Inviting electronic Quotation Reference No.: WBIDC/SIP/Survey/2025/01/a & Notice Inviting electronic Quotation ID.:** for the work “**Selection of Surveying Agency for physical demarcation of 18.610 acres of land at Sahachawk Industrial Park in the district of Paschim Medinipur according to the Land schedule available with WBIDC along with preparation of the lay out map of the said entire area & Providing Physical possession of the total land (full/segment-wise) until the entire allotment made over to the entrepreneur/s in full respect**” at site.

AND WHEREAS the Contractor in Pursuant to that advertisement has participated in the tender process and thus become a successful bidder accordingly and has agreed to execute upon and subject to the conditions set forth herein and Schedule of items and quantities, General Conditions of Contract, Special Conditions of Contract including all other conditions as mentioned in the tender document, specifications and all correspondence exchanged by or between the parties from the submission of tender till the award of work, both letters inclusive, (all of which are collectively hereinafter referred to as “the said conditions”) the work shown upon the said drawings and/or described in the said specification and included in the schedule of items and quantities at the respective rates therein set forth amounting to the sum of Rs..... (Rupees.....only) as therein arrived at or such other sum as shall become payable there under (Hereinafter referred to as “the said Contract amount”)

NOW IT IS HEREBY AGREED AS FOLLOWS :

1. In consideration of the said contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said conditions execute and complete the work show upon the said drawings and described in the said specifications and the schedule of items and quantities.
2. The WBIDC shall pay the Contractor the said amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.
3. The said conditions and Appendices thereto shall be read and considered as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreement on their part respectively in the said conditions contained.
4. Following documents mentioned herein shall form and part this contract:
 - a) e-NIQ Document vide ref. No. Date
 - b) Section–1: List of Important Dates, Press Notice, Notice Inviting e-Tender (NIeT)
 - c) Section – 2: Background Information
 - d) Section – 3: Instructions to Bidders (ITB)
 - e) Section – 4: Qualification Information

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- f) Section – 5: General Conditions of Contract
 - g) Section – 6: Technical Specifications
 - h) Section – 7: Tender Drawings
 - i) Section – 8: Bill of Quantities
 - j) Section –9: Different Forms including Form of Bid
 - k) Work Order vide ref. no. Date
 - l) Any other documents related to this Tender Purpose.
5. The WBIDC reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
6. Time shall be considered as the essence of this contract and the contractor hereby agrees to commence the work on the day of handing over of the site or within fourteenth days from the date of issue of formal work order/ LOA whichever is later as provided for in the said conditions and to complete the Defect liability period of 6 months.
7. All payments by the WBIDC under this contract will be made at Kolkata and 30 days from receipt of the bill.
8. In case of any dispute by and between the contracting parties the same shall be referred to the Managing Director of WBIDC whose opinion shall be prevailed as final and binding on all the parties and shall be subject to Kolkata jurisdiction only.
9. The various clause & sub-clause of the tender document along with its annexures and modifications made thereon by WBIDC shall be read and be treated as forming part of this Agreement and parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and stipulations and perform the provisions of this Agreement on their parts respectively.
10. That the several parts of this contract have been read by the contractor and fully understood by the contractor.

In witness whereof the Employer and the contractor have set their respective hands to those presents through their duly authorized official and the said two duplicates hereof to be executed on its behalf or the day and year first herein above written.

Signed on behalf of WBIDC

Signed on behalf of the Contractor

by its duly authorized official

In the presence of:

In the presence of:

1. Signature _____

1. Signature _____

Name with address _____

1. Name with address _____

2. Signature _____

2. Signature _____

Name with address _____

Name with address _____

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FORM – V

Check List

Information about Bidders

(To be uploaded with the Technical Bid)

Sl.	Description	Particulars
1	Name & brief details of the Firm	
2	a) Registered Address with PIN etc. b) Sole owner or Partnership Firm/Company	
3.	Official Phone No.	
4.	Official E-mail	
5	Name of the Person authorized to enter into & execute contractual agreement	
6	Earnest Money, whether submitted, if not, Exemption Certificate to be submitted	
7	Copy of NieQ digitally signed whether submitted.	
8	Form – I, II & III whether submitted.	
9	Company Details whether submitted	
10	Valid PAN Card whether submitted	
11	Valid GST Registration Certificate (Whether submitted)	
12	Scanned copy of Original Prof. Tax Clearance Certificate with latest Paid Challan whether submitted	
13	Scanned copy of current valid Trade License whether submitted	
14	IT returns of Assessment (as mentioned above) whether submitted.	
15	P.F. & E.S.I. Registration / Declaration Whether submitted (as applicable).	
16	Credentials as per Tender terms & conditions whether submitted.	
17	Tools & Equipment's (total station survey, Auto Station/EDM & DGPS etc.)	

Date :

(Signature & Seal of the Bidder with Date)

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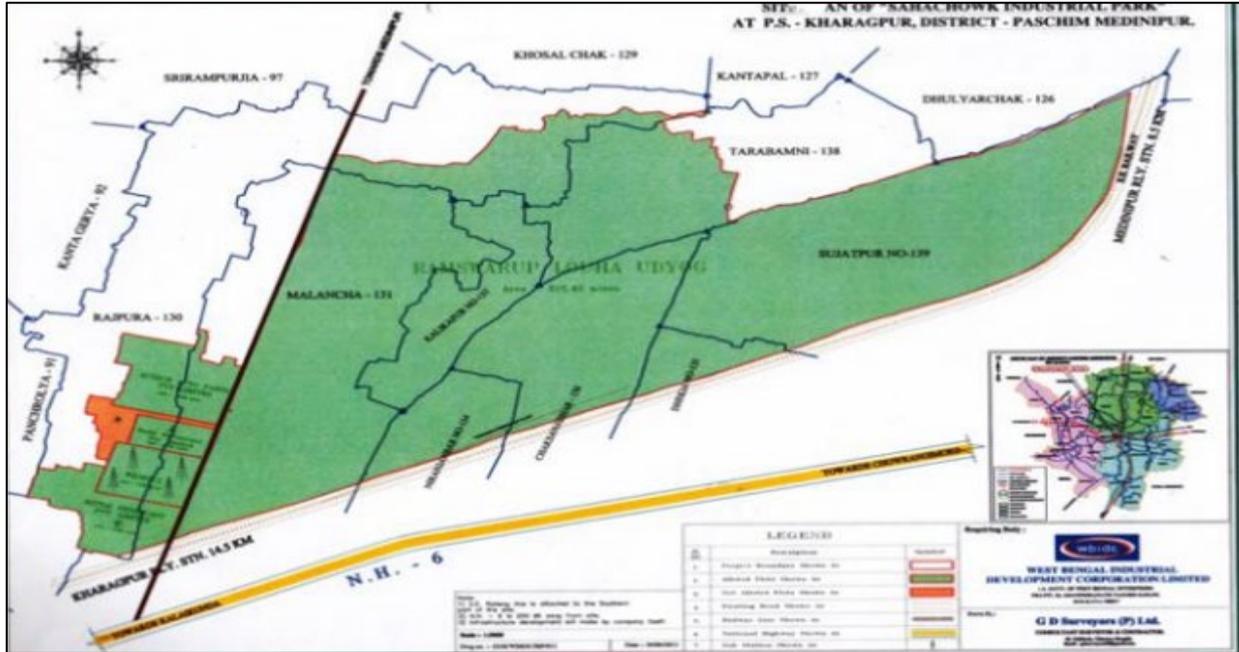
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Bird's Eye View & Location of WBIDC-Sahachawk Industrial Park, Paschim Medinipur: 721301, W.Bengal

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DISCLAIMER

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