



ELECTION URGENT

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB - DIVISIONAL OFFICER, RANAGHAT, NADIA
INFRASTRUCTURE CELL
RANAGHAT, NADIA

NOTICE INVITING PRE QUALIFICATION- CUM -TENDER (Two Cover System)

Tender Notice No.: e-NIT/03 of 2025-2026 of SDO, Ranaghat

Memo. No: 283/ NEZ/SDO(R)

Date: 26-11-2025

e-tenders by two cover system are invited by the **INFRASTRUCTURE CELL, Ranaghat, Nadia** in connection with the **First Level Checking of EVMs & VVPATs** for Up- coming **Assembly General Election-2026** on behalf of the Sub-Divisional Officer, Ranaghat, Nadia from eligible resourceful Contractors having experience in similar nature of work as per particulars given below. Tenders will be received through e-tender portal of Govt. of West Bengal Web Site <https://wbtenders.gov.in>.

Work Schedule as below:

SL No	Description of Work	Estimate Value of work put to Tender Amount	Earnest Money Deposit Amount Rs.	Tender fee Non-refundable Amount Rs	Period of Completion. :
1.	Different infrastructural civil works at front of EVM's & VVPAT's Warehouse of Sub-Divisional Officer Ranaghat	Rs. 188511.00	Rs. 3770.00	Rs. 500.00	2 Days before the programme and as per direction of Officer-in-charge, Infrastructure Cell, Ranaghat

1. Time of Completion of work : Strictly within the time schedule mentioned in the Schedule of works and as directed by the authority.
2. Contractors eligible to Submit tender :
 - a) Bonafied contractors having credentials in such type of work @ 40% of work value in a single work awarded within 5(Five) years
 - b) Bonafied contractors having credentials in such type of work @ 30% of work value in 2 (two) similar nature of work awarded within 5(Five) years
 - c) Bonafied contractors having credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (a) above, awarded within 5(Five) years.
3. Date and time for downloading of tender documents. : From 27-11-2025, 6.00 P.M. to 05-12-2025 upto 11.00 A.M. (as per Server clock)
4. Last date and time for submission of E-tender. : 05-12-2025 up to 2.00 P.M. (as per server clock)
5. Time & Date of Opening :
 - A) **Technical bids** :-
on 08-12-2025 after 2.00 P.M. (as per Server clock)
 - B) **Financial bids** :- After evaluation of Technical bids.

6. Earnest Money : As per list. will be deposited in favour of Sub Divisional Officer, Ranaghat, by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure - A)
- i) **Net Banking** (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
- ii) **RTGS / NEFT** in case of offline payment through bank account in any bank. (As per G.O. No. 3975-(F)Y Dated. 28-07-2016)
7. Validity of the tender : The offer will remain valid for acceptance for 90 days from the date of receipt of tender or the election process is over.
8. Guiding Schedule of rates for items of work : Approved rate of the District Authority
9. The Tender document and other relevant particulars (if any) may be seen by the intending tenderers during office hours in the office of the Nadia Authority as well as from the web site <http://wbtenders.gov.in>
10. Throughout this document the terms and "tender" and their derivatives (bidder / tenderer / tender /bidding / tendering etc.) are synonymous. .
11. Conditional tender will be liable for rejection.
12. Time/ Cost over – run and consequent cost escalation for any material, labour etc. will not be allowed.
13. No mobilization advance/ secured advance will be allowed.
14. 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 with the prevailing relevant schedule of rates and / or technically sanctioned estimate.
15. The intending tenderer is required to quote the rate in figure as well as in words mentioning percentage above/ below or AT PAR on the basis of the relevant price schedule of probable items with approximate quantities. The rate in the priced schedule is inclusive all taxes, loading, unloading, stacking, carriage of materials and all other incidental charges in this connection.
16. 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 or the modification thereof or any other laws relating there to and the rules and order issued there under from time to time.
17. Bidders shall submit the copy of a) Valid PAN issued by the IT Deptt., Govt. of India and b)) Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under **GST Act' 2017** which will be valid upto the date of opening of the tender. Tax Invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act,2017. The intending tenderers will also have to produce credential documents of value as stated in annexure in a single work within last 5(Five) years and adequate financial capability audit report along with certificate of Chattered Accountant for last 3(three) years for both individual and companies and registration certificate issued by Register of companies, West Bengal (in case of companies) along with the 'Technical Bid'.
18. Representation in Tender in connection with tender submitted by Co- Operative Societies: -
The Chairman and the Secretary or three directors including either the Chairman or the Secretary shall execute and sign all deeds, documents, tender papers as per act of the Bye- laws of the Co- operative Societies, failing which the tender will be liable for rejection. The copy of the last Audit report (Full) including copy of the minutes of last A.G.M. has to be submitted along with the 'Technical Bid'. for verification of the authority.
19. No credential will be considered unless it is supported by payment certificate, work order and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or similar rank.
20. **Evaluation of Bid:-** All tenderer or his authorized representative is requested to present personally during the opening of the tender and to sign the tender opening register as witness.
The eligibility of a bidder will be ascertained on the basis of the uploaded documents in support of the minimum criteria as mentioned above. If any document submitted by a bidder is false, in such cases the eligibility of the bidder / tenderer will be out rightly rejected at any stage without any prejudice. While evaluation, the committee may summon of the tenders & seek clarification / information or additional supporting documents or original hard copies against copy/copies of any of the documents only which are already submitted/uploaded in the web portal by the bidders and if these are not produced by the intending Bidders within the stipulated time frame, his/her/their proposals will be liable for rejection.

Objection/ Complaint regarding Non-Eligibility in Technical Bid Evaluation :- In case if there be any objection/complaint regarding Non-Eligibility in Technical Bid Evaluation, only intending Bidders or authorized persons on behalf of the Bidders may lodge objection/complaint along with specific authentic documents in support of their objection/complaint as a proof to the Notice Inviting Authority or Chairman, Tender Evaluation Committee within 48 (forty eight) hours from the publication time (uploading time in web portal) of the Technical Bid Evaluation and beyond that time schedule (i.e. after expiry of 48 hours) no objection/complaint will be entertained as well as without any specific authentic documents as a proof in support of lodged objection / complaint, no objection or complaint in this regard will be entertained by the Tender Evaluation committee. On the other hand strict penal action may be taken against the respective Bidders for lodging false objection or complaint in obligatory attitude/ creating hindrance towards development works of the Govt. The detailed address of the complainant including e-mail/Fax number, mobile number & telephone number shall invariably have to be provided in their letter (through which if objection/complaint has to be lodged).

Penalty for suppression / distortion of facts : Submission of false /fabricated/ manufactured/incorrect documents or suppression of any running or incomplete works (including the work which is not declared as completed or any work in any other Department under the Govt. of India/Govt. of West Bengal/Govt. undertaking organizations, also work-order issued to the respective Bidder but work not started) or suppression or distortion of facts by the intending tenderers is strictly prohibited, yet, if it is found/proved prior to issue of letter of acceptance; his/her/their bid will summarily be rejected and the case may be referred to the appropriate authority for prosecution as per relevant IT & I.P.C. Act with forfeiture of earnest money forthwith to the Authority and penal action will be taken by the Deptt. as it deem fit and may be debarred from participation in any tender within the jurisdiction of Nadia district for a minimum period of 1 (one) year or more as it deem fit by the tender Inviting authority or competent Authority.

21. 1% Cess to be recovered from the Bill of the agency as per Govt. rule.
22. The successful bidders will be selected based on overall lowest rate quoted by them.
23. The authority reserves the right to reject or cancel any tender or all tenders without assigning any reason thereof. and no claim in this respect will be entertained.
The intending tenderers, at their own responsibility & 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 e-NIT. The cost of visiting the site shall be at the tender's own expenses.
24. Copy of this NIT along with other tender document may be obtained from the website <http://wbtenders.gov.in>
25. In the event of e-filling, intending bidder may download the tender documents from the website directly with the help of Digital Signature Certificate.
Preparation of Bids.
(i) Documents comprising the Bid.
The Bid submitted by the bidder shall be in two separate parts.

Part-I: This shall be named 'Technical bid' and shall comprise of.

- i) 'Earnest Money' by online mode as per clause-9.

Authorized address and contact details of the bidder having the following information:-

Address of Communication:-

Telephone No.(land) _____ (Mo.) _____, Fax No.:- _____

E-Mail ID _____

- ii) Qualification information, supporting documents as specified in clause 4,19, 21,22,
- iii) Undertaking that the bid shall remain valid for the period specified in clause 10.
- iv) Any other information / documents required to be completed and submitted by bidders.
- v) An index stating the page Nos. of all documents submitted.

Part-II: It shall be named 'Financial Bid and shall comprise of.

- 1) Form of Bid.
- 2) Priced bill of quantities for specified items of works.

Each part shall be separately sealed and marked in accordance with the instructions.

26. Audit Report of preceding 5 years
27. The Contractor is liable to his own arrangement for necessary mechanical devices etc. as per requirement.
28. **Refund of EMD :** As per Finance Deptt. **Order No. 3975-F(Y) dated 28th July, 2016 (Annexure - A).**

29. **Exemption of earnest Money:** Earnest Money for each and every category to be deposited compulsorily by all intending tenderers excepting the Labour Co-operatives who are exempted from Earnest Money against all tender. These societies, if selected through tender, will have to furnish requisite Security Deposit for performance of work. All registered Engineers' Co-operative Society participating in tenders should deposit Earnest money as usual failing which the tender will be treated as informal. Bidder eligible for exemption of EMD as per Govt. rules may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statutory bid documents
30. **Submission of Bids :** The bidder shall place the two separate envelopes (Called inner envelopes) marked. "Technical Bid" and "Financial Bid" in one outer envelop. Mentioning the name of work N.I.T. No. and Sl. No. The inner envelopes will have marking as follows.
 (i) 'Technical Bid' .
 (ii) 'Financial Bid'
 The contents of the 'Technical Bid' & 'Financial Bid' shall be as specified in clause 'Preparation of Bids' .
 The inner and outer envelopes containing the Technical and Financial Bids shall.
- Be addressed to the Officer-In-Charge; Infrastructure Cell.
 - Bear the e.N.I.T No. , Sl. No. & Name of work.
 - Be indicated the name & address of the Bidder in details i.e vill / Lane / P.O. / District etc. to enable the Bid to be returned unopened in case it is declared unopened as non-responsive.
31. **Late Bids:** Any Bid received after the stipulated time, will not be accepted.
32. **Bid Opening:** The received bids will be opened (Except those received late) in the presence of the bidders/ bidder's representatives who choose to attend at the specified time, date & place . In the event of the specified date for the submission of bids being declared a holiday the bid will be opened at the appointed & location on the next working day.
- 33.
- * The the technical bid shall be opened first.
 - * In all other cases, the amount of Earnest Money, forms and validity shall be announced. Thereafter the bidders names and such other details as may be considered appropriate will be announced at the opening.
 - * Evaluation of technical bids with respect to qualification information other information in part-I of the bid shall be taken up and completed preferably within the prescribed period and list will be drawn up of the responsive bids whose financial bids are eligible for consideration.
 - * A list of bidders, whose technical bids are found responsive, will be displayed in the office notice board prior to the schedule date of opening of financial bid. In case the specified date is deferred a corrigendum notice will be published and will be displayed in the office notice board.
 - * At the time of the opening of the 'Financial Bids' the names of the eligible bidders will be announced.
 The financial bids of only those bidders will be opened. The remaining bids will be returned unopened to the bidders.
34. **Revocation / withdrawal of tender:** Revocation / withdrawal of tender by the participating bidder/s are not permissible. If the participating bidder/s or the lowest bidder on receipt of work-order do not take up the work or leave the work incomplete, a penal action will be taken by 'Black-listing in participation of tender' for one year or by forfeiture of his deposited earnest money, as decided by the authority.
35. **Compensation for delay in execution of work:** *As decided by the authority including forfeiture of earnest money.*
36. **Scope of work:**
- All works will be executed with due diligence, workmanship and upto the satisfaction of the authority. Any defective works will be dismantled forthwith. All materials brought to the site will be good quality to meet up the requirements of the specification of the work. Rejected materials will be removed from the venue within six hours of issue of such order.
 - Time is the essence of contract. All works will be completed positively within the specified time mentioned in the schedule. The authority reserves the right to take action including any penal action against him in case of unsuccessful completion of work in time. The work should be started immediately within 03 (three) days on the receipt of work order.
 - All materials brought to the site will be kept under the responsibility of the contractor. The authority will not be responsible for any kinds of damage, theft or any such incident.

- iv. The contractor will be responsible mend any damage to the existing structure beyond the schedule work without involving any cost therein. He is also responsible to make the venue premises clean, free from dumping any wastage materials and make the site in habitable condition upto the satisfaction of the authority.
- v. The authority reserves the right to alter any specification of work and the agency is liable to execute the work as per revised directions of the authority.
- vi. The quantity of work included in the schedule of work may vary as per requirement at site. Similarly any extra items which are not included in the schedule of works may be involved to meet up the requirement of the election process. The agency is liable to execute the work as per requirement upto the satisfaction of the authority.
- vii. The hire charges for furniture etc. will be allowed for the working periods only as mentioned in priced schedule of work. No idle dumping of such materials will be entertained.
- viii. All works will be executed abiding the rules and regulations in terms of COVID-19.

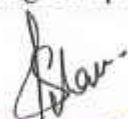
37. OTHER TERMS & CONDITIONS

Tender received later than specified date and time will not be considered. Tenders thus received will be opened as per schedule in presence of tenderer's who are intended to remain present. Such tenderers will please put their signature in the tender opening document as a token of witness during the opening process.

Tenderers are requested to fill in the tender documents correctly and completely, failing which the same will be liable for rejection according to the discretion of the Authority.

Tender submitted without earnest money will be treated as informal. No application for transfer of earnest money from one tender to another will be entertained.

The authority reserves the right not to accept the lowest offer and reject any tender without assigning any reason thereof. All particulars of work may be had in the Office of the undersigned up to 04:00 P.M. on all working days.


 Sub-Divisional Officer
 Sub - Divisional Officer
 Ranaghat, Nadia
 26/11/2025


Memo No.- 283/1(20)/NEZ/SDO(R)

Date: 26-11-2025

Copy forwarded for wide circulation to :-

1. The District Magistrate & District Election Officer, Nadia.
2. The District Judge, Nadia.
3. The Superintendent of Police, Ranaghat Police District, Nadia.
4. The Sub- Divisional Officer, Sadar / Tehatta / Kalyani Sub Division.
5. The Officer-In Charge, District Election Cell, Nadia.
6. The Nezarath Deputy Collector, Nadia.
7. The Executive Engineer, PWD, Nadia Div. Krishnagar.
8. The Executive Engineer, Construction Div. PWD, Nadia, Krishnagar.
9. The Executive Engineer, Nadia Highway Division.- I, Krishnagar.
10. The Executive Engineer, WBSRDA, Nadia Division.
11. The Executive Engineer P.W. (C.B.) Directorate, Krishnagar Division.
12. The District Engineer, Nadia Zilla Parishad
13. The Post Master., Krishnagar HPO, Nadia
14. District Information & Cultural Officer, Nadia.
15. The DIO, NIC, Nadia-with a request to publish in the district web-site for wide circulation.

16. C.A. to the District Magistrate, Nadia.
17. C.A. to the Additional District Magistrate (Gen /Dev / ZP / L& LR), Nadia.
18. Computer Assistant, NZP to upload in web site.
19. Block Development Officer, Santipur, Ranaghat-I, Ranaghat-II, Hanskhali & Krishnaganj Dev. Block.
20. Office Notice Board and upload in web site.


Sub-Divisional Officer
Sub-Divisional Officer
Ranaghat, Nadia
9/11/2023

PRICED SCHEDULE

Name of Work

Civil Work in connection with First Level Checking of EVM & VVPAT at the Office of The Sub Divisional Magistrate, Ranaghat, Nadia.

Sl.No.	Description of Item of Works	Quantity	Unit	Rate	Amount
1.00	Hire & labour charges for erection of temporary structure as pandal with strong bamboo / Sal ballah post super structure with required height covered with water proof tarpouline, fixed tightly and secured by digging of holes and ties with rope etc. to stand steady during rain and wind, complete in all respect. All charges are including fitting, fixing transportation and dismantling after the end of the programme with other necessary materials required for the job complete including dismantling and removing the same after election process is over. (a) with new cloth ceiling ,facia, side wall and post	5354.000	Sft.	17.680	94659.00
2.00	Hire & labour charges for erection of temporary structure as pandal with strong bamboo / Sal ballah post super structure with required height covered with water proof tarpouline, fixed tightly and secured by digging of holes and ties with rope etc. to stand steady during rain and wind, complete in all respect. All charges are including fitting, fixing transportation and dismantling after the end of the programme with other necessary materials required for the job complete including dismantling and removing the same after election process is over. (b) without new cloth ceiling ,facia, side wall and post	1080.000	Sft.	16.800	18144.00
3.00	B) Erection of multiple counter having area (10'-00" X 13'-00") or as directed and 4'-6" heigh by bamboo partition covered with cloth of approved shade with required height covered with water proof tarpouline, fixed tightly and secured by digging of holes and ties with rope etc. to stand steady during rain and wind, and without wooden / plywood platform (25mm thk.) from ground level and removing the same after election process is over upto the satisfaction of the authority .	1375.500	Sft.	6.190	8514.00
4.00	Hire & labour charges for erection of Platform made by wooden plank 25mm thick / 12mm thk. plywood and supported by wooden runner should be raised by minimum 0'-6" from the ground level. The platform should be strong enough to sustainade adequade live load and dead load including all kind of transportation charges and making good the damaged ground/venue after dismantling the pandel,complete including dismantling and removing the same after election process is over.	560.000	Sft.	7.690	4306.00
5.00	Hire and labour charges for supply of PVC chair (without arm) b) Without Cover	150.000	Each	21.220	3183.00
6.00	Hire and labour charges for supply of PVC Table (size 3'-00" X 2'-00"). b) Without Table Cloth	50.000	Each	35.360	1768.00
7.00	Hire and labour charges for supply of good quality standard size table cloth white in colour including necessary arranging in place and removing the same after election process is over .	50.000	Each	35.270	1764.00
8.00	Hire and labour charges for supply of good quality large size Sataranchi including necessary arranging in place and removing the same after election process is over .	6.000	Each	70.720	424.00
9.00	Hire and labour charges for supply of good quality Coir mat (large size) including necessary arranging in place and removing the same after election process is over .	6434.000	Sft.	3.760	24192.00
10.00	Hire and labour charges for supply of good quality PVC waste drum (large size) including necessary arranging in place and removing the same after election process is over .	10.000	Each	121.990	1220.00

Add GST over A @

Add CESS over C @

A	A = Rs.	158174.00
18.00%	B = Rs.	28471.00
Total [A+B]	C = Rs.	186645.00
1.00%	D = Rs.	1866.00
Total [C+D]	E = Rs.	188511.00

Sub-Divisional Officer
Ranaghat, Nadia

26/01/2023

