



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/004 of 2025-26 of SDO, Ranaghat

Memo No. 64/NEZ/SDO(R)

Date: 20.03.2026

c-tenders by two cover system are invited by the Officer-In-Charge, Infrastructure Cell in connection with the **West Bengal Legislative 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.

1. Name of the work : As per list attached (**Annexure - A**)
2. Estimated Value of work put to Tender : As per list (**Annexure - A**)
3. Time of Completion of work : Strictly within the time schedule mentioned in the Schedule of works and as directed by the authority.
4. 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.
6. Date and time for downloading of tender documents. : From 20.03.2026, 06.55 P.M. to 30.03.2026 upto 2.00 P.M. (as per Server clock)
7. Last date and time for submission of E-tender. : 30.03.2026 upto 2.00 P.M. (as per server clock)
8. Time & Date of Opening :
 - (A) Technical bids :- on 02.04.2026 after 12:00 P.M. (as per Server clock)
 - (B) Financial bids :- After evaluation of Technical bids.
9. Earnest Money : As per list. will be deposited in favour of F.C. & C.A.O., Nadia Zilla Parishad 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.
10. 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.
11. Guiding Schedule of rates for items of work : Approved rate of the District Authority
12. 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 <https://tenders.wb.gov.in>
13. Throughout this document the terms and "tender" and their derivatives (bidder / tenderer / tender /bidding / tendering etc.) are synonymous.

14. Conditional tender will be liable for rejection.
15. Time/ Cost over – run and consequent cost escalation for any material, labour etc. will not be allowed.
16. No mobilization advance/ secured advance will be allowed.
17. 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.
18. 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.
19. 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.
20. 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 Registerer of companies, West Bengal (in case of companies) along with the 'Technical Bid'.
21. 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.
22. 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.
23. 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.

24. 1% Cess to be recovered from the Bill of the agency as per Govt. rule.
25. The successful bidders will be selected based on overall lowest rate quoted by them.
26. 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 NIT. The cost of visiting the site shall be at the tender's own expenses.
27. Copy of this NIT along with other tender document may be obtained from the website <https://tenders.wb.gov.in>
28. In the event of e-filing, 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.
(ii) 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 _____. Qualification information, supporting documents as specified in clause 4,19, 21,22, Undertaking that the bid shall remain valid for the period specified in clause 10. Any other information / documents required to be completed and submitted by bidders.

An index stating the page Nos. of all documents submitted.

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

Form of Bid.

Priced bill of quantities for specified items of works. Each part shall be separately sealed and marked in accordance with the instructions.

29. Audit Report of preceding 5 years

30. The Contractor is liable to his own arrangement for necessary mechanical devices etc. as per requirement.

31. *Refund of EMD* : As per Finance Deptt. *Order No. 3975-F(Y) dated 28th July, 2016 (Annexure - A)*.

32. 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

33. 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, Assembly General Election, Nadia. Bear the 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.

34. Late Bids: Any Bid received after the stipulated time, will not be accepted.

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.

*.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. 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.

37. Compensation for delay in execution of work: *As decided by the authority including forfeiture of earnest money.*

38. 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.

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.

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.

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.

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.

All works will be executed abiding the rules and regulations in terms of COVID-19.

39. 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, falling 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
Ranaghat, Nadia
Assembly General Election' 2026

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 Div.- I , Krishnagar.
10. The Executive Engineer, WBSRDA, Nadia Division.
11. The Executive Engineer P.W. (C.B.) Directorate, Krishnagar Div.
12. The District Engineer, Nadia Zilla Parishad
13. The Assistant Engineer, Ranaghat Sub-Division,PWD,(CIVIL), Ranaghat, Nadia.
14. The Post Master., Krishnagar HPO, Nadia
15. District Information & Cultural Officer, Nadia.
16. The DIO, NIC, Nadia-with a request to publish in the district web-site for wide circulation.
17. C.A. to the District Magistrate, Nadia.
18. C.A. to the Additional District Magistrate (Gen /Dev / ZP / L& LR), Nadia.
19. Sri Binay Saha, Computer Assistant, NZP to upload in web site.
20. Block Development Officer, Santipur, Ranaghat-I, Ranaghat-II, Hanskhali & Krishnaganj Dev. Block.
21. Office Notice Board.


Sub-Divisional Officer
Ranaghat, Nadia
Assembly General Election' 2026

(Annexure - A)

LIST OF WORKS AGAINST e.N.I.T NO.- 004 OF 2025-2026 OF SDO, Ranaghat.
Circulated vide Memo No. – 64 /NEZ/SDO(R), Dated- 20-03-2026

Sl. No	Name of the Work	Estimated Amount put to Tender	Earnest Money	Price of Technical, Financial Bid documents, 2911(ii) and others Annexure	Eligible Contractors	Time Allowed
1.	"Providing infrastructural facilities at Ranaghat college, Nadia for Commissioning, DC, RC, Counting venue and Vehicle Grounds etc. in connection with the Assembly General Election' to WBLA – 2026 "	Rs.1,06,51,538.00	Rs.2,13,031.00	Rs.2500.00 (only applicable for the successful bidders at the time of formal agreement)	Experienced Resourceful Bonafied Contractors	03 (Three) Day's. for Commissioning , and 07 (Seven) Day's. for DC, RC, 10 (Ten) Day's for Counting venue, and as directed by the authority


Sub-Divisional Officer
Ranaghat, Nadia
Assembly General Election' 2026

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To,

**The Sub-Divisional Officer,
Ranaghat, Nadia.**

Ref: - Tender for _____
_____ (Name of work) _____

N.I.T.No.:(Sl. No.) of 2025-2026 of The Sub-Divisional Officer, Ranaghat, Nadia.

Dear Sir,

Having examined the Statutory, Non statutory and NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of _____ In the 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:-

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

Enclo:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

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

SECTION – B

FORM- III

STRUCTURE AND ORGANISATION

- A.1 Name of applicant :
- A.2 Office Address :
- Telephone No. and Cell Phone No. :
- Fax No. :
- E mail :
- A.3 Details of Bank Accounts
- i) Name of Bank :
- ii) Name of Branch and Address with Phone No. :
- iii) Account No. :
- iv) MICR No. :
- v) IFSC Code :
- A.4 Attach an organization chart showing the Structure of the company with names of Key personnel and technical staff with Bio-data. :

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

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