



DIGHA SANKARPUR DEVELOPMENT AUTHORITY

(A STATUTORY AUTHORITY UNDER THE GOVT. OF WEST BENGAL)

P.O.-DIGHA NTS, DIST.-PURBA MEDINIPUR, PIN CODE-721463

PH :: (03220) 299001, www.dsda.org.in E-mail ID: eodsda@gmail.com

*****DIGHA SANKARPUR DEVELOPMENT AUTHORITY*****

ONLINE REQUEST FOR PROPOSAL(RFP) NO. : 007/DSDA/ OF 2026-2027

Request for Proposal for Collection, Segregation & Transportation of Solid Waste at whole area of Old Digha, New Digha (Amantran Hotel/Digha Mohana to Odisha border) under DSDA

Online Request for Proposal (RFP) through **Two Bid System** on behalf of the Digha Sankarpur Development Authority are hereby invited from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having experience & capability in executing projects of similar types of work in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies within the last 05 (Five) years from the date of issuance of this RPF.

Sl. No.	Name of Work	Monthly payment	Earnest Money Deposit (Rs.)	Period of work
01	Collection, Segregation & Transportation of Solid Waste at whole area of Old Digha, New Digha (Amantran Hotel/Digha Mohana to Odisha border) under DSDA	Rate to be quoted	Initial EMD shall be submitted Rs. 40,000/- and balance of 2% of the quoted amount if any shall have to be deposited on acceptance of bid.	24(Twenty-four) months.

2. Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of NIT	: <u>27.07.2026</u>
2	Document download start date	: 27.07.2026 at 6.00 P.M.
3	Document download end date & time	: 10.08.2026 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	: 31.07.2026 at 2.00 P.M.
5	Bid submission start date	: 31.07.2026 at 4.00 P.M.
6	Last date of online submission of Technical Bid and Financial Bid .	: 10.08.2026 upto 3.00 P.M.
7	Opening of Tender Technical Bid at the office of the Executive Officer, DSDA	: <u>12.08.2026</u> at 3.00 P.M.
8	Opening of Tender Financial Bid at the office of the Executive Officer, DSDA	: Will be informed later.

9	Validity of bid	:	60 days w.e.f the date of publishing this NIT
10	Period of operation and maintenance	:	24(Twenty-four) months.
11	Financial Bid	:	<u>Rate shall be quoted in Item BOQ.</u>
12	E-Tender registration and bidding	:	<u>ONLINE BIDS :</u> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below : • Agencies/Bidders who are interested in participating DSDA's e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Training on e-tender can also be availed from Office of the EO, DSDA if desired by the bidder during office hours. • Online Tenders can be submitted by logging in www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in <u>ONLINE BID SUBMISSION :</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
13	Training on E-Tender	:	Training on e-tendering will be given to the bidders on request.
14	Engineer-in-Charge of the Work	:	Engineering-in-Charge, DSDA.
15	Tender Accepting Authority	:	Executive Officer, DSDA

16	Important Instructions	: • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. EO DSDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever • All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. • The intending bidders are requested to inspect the work site before quoting their rates.
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S. Pandey

Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.

3. Scope of work :

- 3.1.1.** The entire area starting from Amantran Hotel/Digha Mohana to Odisha borders including Digha Bye-Pass road along with all sector roads shall have to be neat & clean every day.
- 3.1.2.** The bidder shall have to sweep, clean & collect the waste from all roads (with internal roads), Seashore roads, market area & stall area.
- 3.1.3.** Waste collection from all hotels/commercial accommodations/Govt. Guest Houses etc.
- 3.1.4.** The waste collection tools & equipments, Manpower, waste carrier (should be covered), different machineries etc. shall be provided by the bidder.
- 3.1.5.** Agency will collect, segregation & transport of solid waste to the designated Material Recovery Facility(MRF) Centre for processing and disposal waste.
- 3.1.6.** Medical and hazardous waste shall be appropriately handled as per CPCB/WBPCB guidelines and Solid Waste Management Rules, 2026.
- 3.1.7.** The successful bidder should submit all the designs, route-map, time schedule and drawings applicable for this project to DSDA for approval. After the approval of DSDA authorities the bidder should initiate project. All complete drawings will be approved within 7 days from the date of submission.
- 3.1.8.** The successful bidder will be required to provide the mechanical lifting facilities as required for transportation of waste.
- 3.1.9.** The agency will segregate & transport different waste in categorically.
- 3.1.10.** The collected waste will be weighed at the entry gate of the MRF.
- 3.1.11.** All staff/ employees/ work force engaged by the successful bidder will be entirely his responsibility / liability and the same will in no way involve on the DSDA.
- 3.1.12.** Waste carrier vehicles (24 nos.) will be provided by DSDA but their maintenance, taxes, insurance, pollution etc. will be done by the agency.

INFORMATION TO THE BIDDERS(ITB)

1. Request for Tender

Request for tender paper is to be placed online only through the Website www.wbtenders.gov.in

2. Submission of Tender

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid**.

3. Pre-bid Meeting :

It is expected for the sake of nature of the work that the willing bidder should remain present in the Pre-bid meeting.

4. Online Bid submission procedure :

- i) Registration of Contractor: Agencies/Bidders who are interested in participating DSDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> They are requested to contact to the toll free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.
- ii) Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii) The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website www.wbtenders.gov in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv) Submission of Tenders: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate(DSC). The documents are to be uploaded duly digitally Signed. The documents will get encrypted(transformed into non readable formats).

4.1 TECHNICAL BID

Technical Proposal :

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

(a). Technical Cover Containing the following documents

- i) N.I.T. (download properly and upload the same Digitally Signed)
- ii) Bidders file (All Forms and Annexure)

(b). My Document[OID Cover] Containing :

All mandatory documents.

4.1.1 Receiving documents :

Relevant tender documents must be uploaded online for participating in this tender. If the mandatory documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

Mandatory Documents :

- i) Name and address, registration in detail of Firm / Company / Agency with name of proprietor or partner etc.

- ii) Application Form with **Annexure -I, II & III**
- iii) Completion Certificate with BOQ in **Form - I** and details of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies, with requisite single tender value.
- iv) Income Tax return of last financial year.
- v) PAN Card.
- vi) Trade License.
- vii) Latest Professional Tax return.
- viii) GST registration certificate.
- ix) Latest GST return.
- x) Credential Certificate.
- xi) Completion Certificate. It is noted that **Payment certificate will not be treated as credential.**
- xii) Audited Balance Sheet of last three financial years(**authenticated by Chartered Accountant**) and **Form - II** for establishing average Annual Turnover in contractual business.
- xiii) Information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter.

Note: The tender will be summarily rejected if any of these documents are not submitted online. Original documents shall have to be shown if required by the authority.

4.1.2 Additional Documents :

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Relevant documents of important similar Projects in hand/projects completed in the last 5 years.
- iii) Documents of proof of ownership or hire of the machineries/equipments.
- iv) Any other information to indicate Technical management competence.

4.1.3 Earnest Money Deposit (EMD) :

Online EMD to be deposited through e-tender/e-procurement system of Govt. of West Bengal.

4.1.4 Average Annual Turnover :

Average Annual Turnover during last 3 (three) years should be more than **Rs. 40.00 Lakh.**

4.1.5 CREDENTIAL

4.1.5.1 Technical :

- i) Intending tenderers should produce credentials of a similar nature of work minimum value of Rs. 8,00,000/- during 5(five) years prior to the date of issue of this RFP; or
- ii) Intending tenderers should produce credentials of a 2(two) similar nature of work minimum value of each work is Rs. 6,00,000/- during 5(five) years prior to the date of issue of this RFP; or
- iii) Intending tenderers should produce credentials of one single running work of similar

nature of work which has been completed to the extent of 80% or more and value of which not less than the desired value at (i) above.

The work credential certificate shall specify detailed similar nature of job completed, value of job done, date of commencement of work and the date of completion of the work. Copy of the **Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be submitted** in the technical bid for verification of the credential. Payment certificate may also be submitted.

4.1.5.2 Site visit and verification of Information :

Bidders are advised to submit their respective bids after visiting the sites and ascertaining for themselves the quantity of waste lying at site, site condition, location, surroundings, climate, applicable laws, applicable permits and regulations and any other matter considered relevant by them. Further examine the participating DSDA of the project for waste management practices, existing infrastructure and its surrounding and ascertain themselves on all technical and other aspects necessary for preparing their proposal (bid) including carrying out necessary technical surveys, field investigation etc. at its own cost and risk. The applicants shall be deemed to have full knowledge of the site condition upon submitting the proposal in response to this RFP. The bidders shall be responsible for all of the cost associated with the preparation of their bids and participation in the bidding process. DSDA will not be responsible or in any way liable for such cost, regardless of the conduct or outcome of the bidding process.

4.1.5.3 Financial

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than **Rs. 40.00 Lakh** of the estimated amount of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

4.1.6 If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

4.1.7 Penalty for suppression / distortion of facts :

- If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years.
- If it is found that the agency did not execute the whole work properly as mentioned in the RFP, a penalty @ 2% of the monthly bill will be deducted for non execution of the work.

4.1.8 Warranty for the Work :

The successful bidder warrants that all work under this Agreement will be performed with promptness and diligence and will be executed in a workmanlike and professional manner, in accordance with the practices and high professional standards used in well-managed operations performing work similar to the work under this tender document.

4.1.9 Corrupt or Fraudulent Practices :

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the DSDA of the benefits of free and open competition.

The Tender Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force. The Tender Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question. The Tender Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

4.2 FINANCIAL BID :

1. Single rate (**Item Rate BOQ**) shall be quoted in the Financial bid.
2. The rate is to be quoted both in words and figures clearly in the specified space of the BOQ Sheet.
3. The bidder shall have to quote clearly the amount he/she likes to draw per month for the same in Financial Bid(BOQ).
4. The offered shall quote the rate inclusive of all taxes, duties etc.

4.3 Payment Terms :

- 1) The payment shall be made month wise after completion of the every month on satisfactory performance.
- 2) The Authority shall be entitled to terminate contract if the services of the agency or his/her staff engaged for the said purpose be found unsatisfactory on giving 30(thirty) days notice to the agency
- 3) All future taxes/ duties/ levies, payments of remuneration of staffs etc. and expenses, if any as applicable shall entirely be paid by the Successful Bidder(s). Nothing extra shall be paid for the above purpose.
- 4) DSDA shall pay the quoted amount to the agency monthly after receiving the bill with necessary documents.
- 5) All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

4.4 Taxes & duties to be borne by the Contractor :

It may again be reiterated that Income Tax, GST, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess etc. will have to be borne by agency while executing the work.

4.4.1 Conditional and incomplete tender :

Conditional and incomplete tenders shall be summarily rejected.

5. Acceptance of Tender :

Lowest rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one tenderer.

6. Security Deposit :

6.1 Security money @10% of quoted amount will be deposited before issuing of Work Order same will be released after completion of whole project.

6.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) month prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.

7. Other Terms & Conditions :

7.1 E-Tendering:

ONLINE BIDS :

The bidders interested to submit the bid Online shall get registered and obtain a digital signature as per the procedure prescribed below :

- Agencies/Bidders who are interested in participating DSDA's e-tenders are requested to contact to the Executive Officer, DSDA for registration, computer setting and other clarification on e-tendering. The agencies/bidders can visit the office and get assistance.
- Online Tenders can be submitted by logging in www.wbtenders.gov.in

7.2 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

7.3 In any Questionnaire arise it will be forwarded to this office on or before pre-bid meeting.

7.4 The Agencies/contractor shall abide by all the labour welfare laws and their modifications issued from Govt. of West Bengal from time to time, if any, within the contract period. Minimum wages to be provided to the labour engaged for this project as per labour wages act. Labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, DSDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.

7.5 The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Contai, Purba Medinipur under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.

- 7.6 Tenderer can approach only the Engineering-in-Charge (Civil), DSDA for any clarification with respect to this tender.
- 7.7 The decision of authority with respect to this tender is final and binding.
- 7.8 All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 7.9 The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of an intimation to that effect by this office obtain additional one set of contract documents on production of proof of payment of tender papers in favour of Executive Officer, Digha Sankarpur Development Authority in Nationalized Bank and submit the same duly signed by him to this office for formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- 7.10 Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.
- 7.11 After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers & Supervisors. He shall also maintain daily work done report, Drawings, schedule of work and tools to assist DSDA Engineers to carry out necessary checking and supervision of the work.
- 7.12 The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with DSDA without assigning any reason.
- 7.13 Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- 7.14 Work shall be carried out without hampering the harvesting of the crops for which water is collected from this canal, however authority shall be consulted every time.
- 7.15 The agency shall erect "**Citizen Information Board**" which shall be placed on both ends of the work site or any suitable location approved by the Engineer. The details of board are to be provided by DSDA.
- 7.16 The contractor shall collect photography/video photography of the site regularly.
- 7.17 DSDA reserves the right not to allow the agency to participate in future tenders under the following circumstances.
- Delay in progress of work.
 - Performance in terms of either quality of materials and workmanship.
- 7.18 In case of any modification in drawings & estimate etc., it shall be notified to the vendors during pre-bid meeting or through corrigendum.
- 7.19 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

7.20 Termination of Contract/ Work Order : The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

- 7.21** The agency will follow the general guidelines as may be suggested by the Executive Officer, DSDA.
- 7.22** The collection of Solid waste will be done minimum two times in a day (from 7 AM to 12 Noon and from 3 PM to 6 PM). If necessary, night shift will be done in different festival times, emergency times for 2 hours from 10PM.
- 7.23** The Authority reserves the right to reject any or all of the offers received without assigning any reason whatsoever.
- 7.24** The bidder shall have to sweep, clean & collect the waste from all roads (with internal roads), Seashore roads & beach area, market area, stall area along with Parking area & different beautification area twice everyday.
- 7.25** Solid Waste collection from all hotels/commercial accommodations/Govt. Guest Houses and VATs & dustbins which are placed at different places will be done within 12 Noon every day. If necessary evening shift will be done in different festival times.
- 7.26** Places near Vat & dustbin area should be clean & sanitize properly.
- 7.27** The disinfection materials such as phenyl, bleaching, muriatic acid etc are to be provided by agency and should be kept in his/her own premises.
- 7.28** The collected waste materials have to be dumped at the SWM plant or any other site provided by DSDA.
- 7.29** The agency should produce the details of staff list to this office and they have to wear unique uniform, by which they can be identified.
- 7.30** The workers may be changed but the number of workers in a particular day should not change. So, the agency is required to declare the number of workers to be engaged by him designation wise.
- 7.31** The agency should maintain complete hygienic condition.
- 7.32** DSDA will not be held responsible for any incidents or disputes that may occur with those engaged by the agency for the work and no compensation will be paid by the DSDA on account of any such issues.
- 7.33** The materials for the said work shall have to provide adequately.
- 7.34** The Bid must be submitted online within stipulated date & time mentioned above.
- 7.35** The name of the Successful Bidder(s) would be declared through Website. In the event of any change in aforesaid date, the same will be notified to the bidders through website.
- 7.36** The Agency/Concern is required to visit and discuss the matter with the authorized personnel to get acquainted about the said before submission of offer. The bidder shall furnish documentary evidence that he has the financial, technical and operational capability necessary to perform the contract.

- 7.37 DSDA will not be held liable for any type of benefits (i.e. accidental benefit, bonus, increment etc.) of the daily wage conservancy workers who are engaged for said works under the agency.
- 7.38 All staff/ employees/ work force engaged by the agency will be entirely his responsibility / liability and the same will in no way involve on the DSDA.
- 7.39 The agency will be the principal employer of the staffs to be engaged for the work and will abide by all existing labour laws etc. DSDA will not bear any kind of financial and legal obligation of the employees.
- 7.40 If any kind of conflict of opinion arise between DSDA & Agency, an arbitrate committee will be reformed consisting of 2(Two) officials from DSDA, 02(Two) personnel from Agency & 01(One) Officer nominated by District Magistrate, Purba Medinipur duly recommended by Executive Officer, DSDA. The Committee may include some new point/ clause. The decision of the Committee in this respect is final and binding.
- 7.41 The authority reserves the right to add additional safeguard measures subsequently if found necessary in public interest.
- 7.42 **Discretion of the authority inviting tender** - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated above is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Executive Officer, DSDA. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.
- 7.43 The Change of dates and any other amendment in this regard shall be informed on website i.e. www.wbtenders.gov.in

S. Pandey
Executive Officer

Digha Sankarpur Development Authority
& Spl. Officer, U.D. & M.A. Deptt.

Dated : 27.07.2026

Memo No.: 1021 (u) /DSDA/2026-27
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Copy forwarded for information to:-

1. The District Magistrate, Purba Medinipur & Chairman, DSDA.
2. The Chief Executive Officer, Haldia Development Authority.
3. The Sub-Divisional Officer, Contai/Egra/Haldia/Tamluk.
4. The Block Development Officer, all Block under Purba Medinipur District.
5. The Pradhan, Padima-I & II G.P., Talgachhari-II G.P., Kalindi G.P.
6. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
7. Hoteliers Association of Digha, Sankarpur, Tajpur & Mandarmoni.
8. I.T. Cell, UD&MA Deptt. (<https://udma.wb.gov.in>)
9. Purba Medinipur District Official Website (<https://purbamedinipur.gov.in>)
10. DSDA's official website (<https://dsda.org.in>)
11. Reception / Notice Board.

S. Pandey
Executive Officer

Digha Sankarpur Development Authority
& Spl. Officer, U.D. & M.A. Deptt.

FORM - I
CREDENTIAL CERTIFICATE

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for – Similar nature of works.	:	
Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.			

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub- items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

FORM - II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2022-2023		
2	2023-2024		
3	2024-2025		
Total			
Average Turnover			

Note

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

Signature of the Bidder

ANNEXURE-I

APPLICATION FOR e-TENDER

To
The Executive Officer,
Digha Sankarpur Development Authority,
Digha :: Purba Medinipur.

Ref: - Tender for _____

_____ (Name of work).

N.I.O.T.No. : _____ (Sl. No. ____)/DSDA/ 2026-2027.

Dear Sir,

Having examined the Technical cover, OID cover & all other e-NIT documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per e-Tender no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 202_____

Full name of Bidder / Contractor : _____

Signature : _____

In the capacity of : _____

Duly authorized to sign bids

for & on behalf of (Name of Firm) : _____

Office address with seal if any : _____

Telephone no(s) (office): _____

Mobile No : _____

Fax No: _____

E mail ID: _____

ANNEXURE- II

SAMPLE FORMAT FOR AFFIDAVIT

Sri....., S/o Sri.....,
aged..... Years, Residing at.....,
Proprietor/Partner/ Director of, do hereby
solemnly affirm and declare in connection with "*Request for Proposal for for
Collection, Segregation & Transportation of Solid Waste at whole area of Old
Digha, New Digha (Amantran Hotel/Digha Mohana to Odisha border) under
DSDA" as follows:*

- 1) That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
- 2) If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments /apparatus as listed below immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the Engineer in Charge.

Sl. No.	Plant, Machineries and Equipments*	Make	Availability (owned/hired)
1			
2			
3			
4			
5			
6			

- 3) We would deploy at site all necessary Technical Personnel as listed in ITB for efficient contract management and supervision of works with a view to achieving best quality of works at site.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons	Name of employee
1.	Site Engineer	Diploma in Civil Engg. (Minimum)	2 years		
2.	Supervisor(Official)	Graduation in any discipline	1 year		
3.	Supervisor(Field)	Graduation in any discipline	1 year		

- 4) We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
- 5) Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.
- 6) The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor

Name: Place:

Date:

ANNEXURE-III

EXPERIENCE PROFILE

Name of the Firm :

**LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE
LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY
UP TO AVALUE OF NOT LESS THAN THE DESIRED VALUE OF THE TENDER**

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Work Order Date	Date of completion of work as per work order	Actual date of starting the work	Actual date of completion of the work	Reasons for delay in completion (if any)

Signature of the Contractor/company/agency

Note : (a) Certificate from the Employers to be attached.

(b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

(c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information's that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

(d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.

(e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.