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**"ANANDADHARA – Howrah District Office"**  
**District Mission Management Unit**  
**District Rural Development Cell, Howrah Zilla Parishad**  
**1<sup>st</sup> Floor Old Collector Building, 1/2, Mahatma Gandhi Road, Howrah - 711101**

NIT No. **2175** /DRDC-HZP/X-25

Dated: **26/11/25**

**NOTICE INVITING TENDER**

**NIT NO:- 03 of 2025-26**

For and on behalf of the Addl District Mission Director, District Mission Management Unit and Project Director District Rural Development Cell, Howrah invites sealed **Item Rate tender(unit price)** for the following work. **Resourceful and Bona fide** Supplier/SHG Based institution who satisfies the terms and conditions of NIT may submit their bids. The intending bidders must have completed at least one work of similar nature in a single contract not less than the value of Rs. **20000** (Rupees Twenty Thousand only) **in single contracts** within last 5 (five) years from the date of NIT.

The Tender can also be viewed in our website <http://howrahzilaparishad.in> & <http://howrah.gov.in>

**DETAILS OF THE WORKS**

| Sl No | Nature of Work (Rate to be quoted (in Rs.) [including GST & others carrying, loading & unloading and fitting etc. | Amount in Rs.(for single unit) | Earnest Money | Completion time                                                          |
|-------|-------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|--------------------------------------------------------------------------|
| 1     | Apron Set(disposable)                                                                                             |                                | Nil           | To be supplied on 19 <sup>th</sup> December 2025 at New Town Mela ground |
|       | Mouth Guard(disposable)                                                                                           |                                |               |                                                                          |
|       | Hand Gloves(disposable)                                                                                           |                                |               |                                                                          |
|       | Cap(disposable)                                                                                                   |                                |               |                                                                          |
|       | Sanitizer(500 MI)                                                                                                 |                                |               |                                                                          |
|       | Sanitizer (5 Lt Jar)                                                                                              |                                |               |                                                                          |
|       | Volunteer Batch                                                                                                   |                                |               |                                                                          |
|       | Total Amount                                                                                                      |                                |               |                                                                          |

1. Bidders should quote the rate without GST.
2. The approved lowest quotation shall be bound to supply the items as per accepted rate offered by them as per terms & conditions, otherwise the order would be treated as cancelled and the supplier will be blacklisted by the authority in future

**1. Pre-Qualification / Technical criteria for participation in tender:-**

- a) Certificates
- b) Experience/Credential
- c) The Company/agency/MSME should have a permanent office at Howrah District.

If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.

**a) Certificates:-**

- i) A signed copy of the Tender Notice, a declaration and a check-list to be signed and uploaded by the participating bidder.
- ii) Scanned copy of valid up to date Professional Tax receipt Challan
- iii) GST as per latest Govt. order
- iv) PAN card issued by Income Tax Department
- v) Valid I.T.R. (Income tax return) for the latest three consecutive years (2022-23), (2023-24) & (2024-25). To be submitted.
- vi) Latest 3yrs. audited balance sheet including P& L account statements (2022-23), (2023-24) & (2024-25).to be submitted
- vii) Credentials having similar nature of works, Work Order, SOQ and payment certificate of the said work to be submitted.

A partnership firm will have to furnish the registered partnership deed and a company will have to furnish the Article of Association and Memorandum.

Supply Orders and / or Payment Certificates shall not be accepted as Credential. Completion Certificate will be accepted as Credential.

**b) Experience / Credential:-**

The intending bidders must have completed at least one work of similar nature in a single contract not less than the value of Rs. 20000/-(Rupees Twenty Thousand only)in single contracts within last 5 (five) years from the date of NIT.

Payment certificate will not be treated as credential.

**NOTE:-**

- A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.
- No Mobilization Advance and Secured Advance will be allowed.
- There will be no provision of Arbitration. Settlement of Dispute (refer to Clause no.25 of Form 2911)

- **No CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
- In case there is any objection regarding prequalifying of an agency, that should be lodged to the Tender Selection Committee, Addl District Mission Director within 48 (*forty eighty*) hours (*working days*) from the date and time of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Selection Committee.
- The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees up to two decimal places.
- Under no circumstances Escalation in prices will be entertained.
- The Employer requires the bidders / Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988.
- There will be no price preference to any bidder.
- Any bill (running account/final) payment of proposed work/supply may be made to Agency as per availability of fund.
- Time allowed for completion of work will be measured from the date of issue of work order
- If any erroneous printing found after agreement or any time in the BOQ (Bill of Quantity) Quantity or Rate, the Tender Inviting authority reserve the rights to correct the same as per approved original estimate..
- Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
  - (i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any fals/fakedocument(s).
  - (ii) Record of poor performance such as abandoning the works, not properly completing the contract,litigation history, or financial failures etc.
  - (iii) Participated in the previous bidding for the same work and had quoted unreasonably higher low bid prices and could not furnish rational justification for it to the Employer.
- The successful bidder shall have to abide by all the labour related and other rules , regulations and laws of the land and the Tender Inviting Authority in no way shall be held responsible for financial or any other consequences arising out of non his non compliance of the same.

## **2. Submission of Bids:-**

- (viii) Tender paper is to be addressed to the “Addl. District Mission Director, DMMU & Project Director, DRD Cell, Howrah Zilla Parishad” and submit at the Tender box at the office of the undersigned.
- (ix) Tender must be sealed and superscribed in capital letter “**Tender for Apron,Mouth Guard,Hand Hloves,Cap,Sanitizer,Batch**” The name & address of the Tender should be indicated on the cover containing quoted Rate.
- (x) Bidder must sign on each page of Tender paper.

**The Authority reserves the right to reject the lowest tender/ all the tenders without assigning any reason whatsoever.**

### List of Important Dates of Bids:-

| Sl. No. | Particulars                                  |                                                                       | Date       | Time       |
|---------|----------------------------------------------|-----------------------------------------------------------------------|------------|------------|
| 1       | Date of Issue of Notice Inviting Bid         |                                                                       | 28/11/2025 | 17:00 Hrs. |
| 2       | Period and time for download of Bidding      | From                                                                  | 28/11/2025 | 17:30 Hrs. |
|         |                                              | To                                                                    | 08/12/2025 | 17:30 Hrs. |
| 3       | Last Date of Submission of Tender            |                                                                       | 08/12/2025 | 17:30 Hrs. |
| 4       | Time and Date for opening Technical Bid/Bids |                                                                       | 09/12/2025 | 02:00 Hrs. |
| 5       | Time and Date of Opening Financial Bids      | After evaluation of Technical Bids                                    |            |            |
| 6       | Place of Opening Bids                        | Office of Addl District Mission Director, Howrah                      |            |            |
| 7       | Officer Inviting Bids                        | Addl District Mission Director, DMMU & Project Director, DRDC, Howrah |            |            |

Memo No. <sup>(14)</sup> 2175 12/1(13)/DRDC-HZP/ X-15

Addl. District Mission Director, DMMU &  
Project Director, DRDC Cell Howrah

Dated: 26.11.25

Copy forwarded for information and wide publicity to –

1. The Addl. District Magistrate (P), Howrah & Addl. Executive Officer, Howrah Zilla Parishad. with a request to upload in the website of Zilla Parishad.
2. The Regional Transport Officer, Howrah with a request for wider circulation of the NIT
3. The District Informatics Officer, Howrah – He is requested to publish the Tender in Official website of Howrah District (Soft copy send by e\_mail)
4. The Office Notice Board.

Addl. District Mission Director, DMMU &  
Project Director, DRD Cell, Howrah Zilla Parishad.