



Government of West Bengal  
Irrigation & Waterways Directorate  
Teesta Barrage Project  
*Office of the Executive Engineer*  
**Teesta Irrigation Division**  
**Assam More, Jalpaiguri**  
E-mail – [eetidvn@gmail.com](mailto:eetidvn@gmail.com)

**Notice Inviting Quotation No.-WBIW/EE/TID/NIQ-02(e)/2015-16.**

Separate quotations are invited by the **Executive Engineer, Teesta Irrigation Division , Assam More, Jalpaiguri** on behalf of the Governor of West Bengal through electronic quotationing (e-Quotationing) for the works mentioned in the list given below from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the quotation are to log on to the website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) (the web portal of the Irrigation & Waterways Department) and click on to the “e-procurement” link provided. They may also visit the website <https://wbtender.gov.in> for the quotation. The quotation can be searched by typing WBIW in the search engine provided in the website.

Bidders willing to take part in the process of e-Quotationing are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Quotations are to be submitted online and intending bidders are to download the quotation documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of quotation documents. Details of submission procedure are given below under “**General Terms and Conditions and Information**”.

**Last date & time of submission of bids online is [30.03.2016, 16.00 Hrs.](#)**

The intending bidder must read the terms and conditions of the NIQ carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIQ and related documents, BoQ, Corrigendum etc. and Drawings, if any, shall form part of the quotation document.

**LIST OF WORK**

**N.I.Q No. WBIW/EE/TID/NIQ-02(e)/2015-16.**

**Quotation Accepting Authority :-** Executive Engineer, Teesta Irrigation Division , Assam More, Jalpaiguri.

SI No.	Name of the work	To be employed Nos./Day	Cost of Quotation Documents (Rs.)	Time allowed for completion	Source of Fund	Earnest Money Deposit (Rs.)	Eligibility of the contractor
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	<p>Guarding the Division, Sub-Divn. no-I, II, III office, resident premises, store rest shed, stack yard and other Govt. properties lying within the premises of Assam More Jalpaiguri And Maynaguri colony under Teesta Irrigation Division and also opening and closing of gates and overall watch round the clock.</p> <p><b>A. For Teesta Pally, Assam more, Jalpaiguri</b>                      I) Security Guard without arms Morning, Day &amp; Night Shifts=(4+4+2)nos.=10 Nos.                      II) Security Guard with arms (gunman) Night Shifts=(1X2)nos.=2 Nos.                      III) Security Supervisor without arms= 1nos.</p> <p><b>B. For Teesta Pally, Maynaguri, Jalpaiguri</b>                      I) Security Guard without arms Morning, Day &amp; Night Shifts=(1+2+1)nos.=4 Nos.                      II) Security Guard with arms (gunman) Night Shifts=(1X2)nos.=2 Nos.</p>	<p>10</p> <p>2</p> <p>1</p> <p>4</p> <p>2</p>	Free of cost	365 Days	State Core Plan	52000.00	Bonafied cotractors having credential of 50% of similar nature of works in a single tender and license to engaged in the business of private Security Agency

**N.B:-** Rate Quoted by the Bidder in the BOQ including service charges [Rate per man per day (per day means 08 hours duty)]. Other charges will be added on the accepted rate as per Govt. Rule.

## General Terms & Conditions and Information

### 1. Eligibility for participation:

Bonafide outside Contractors, Registered Engineers Cooperative Societies and Partnership Firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways/ Autonomous/PSU Organisation for execution of Security Service works are eligible to participate depending on the criteria as detailed below.

**Joint venture firms are not eligible to participate.**

### 2. Participation in more than one work :

Any contractor can submit bids for a maximum of 50% of the total number of works(rounded upto next higher integer) published in any particular NIO, depending on his credential and financial capability, details of which are given later.

### 3. Submission of Quotations:

#### 3.1 General process of submission:

Bids are to be submitted online through the website stated. Bidders are required to upload all the quotation documents along with the other documents, as asked for in the quotation, through the above website within the stipulated date and time as given in the Quotation. Bids are to be submitted in two folders at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**. The bidder shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items in the BoQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum / corrigendum related to the quotation and upload the latest documents as part of the quotation.

#### 3.2 Technical Proposal:

The Technical Proposal should contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

##### A. Technical File (Statutory Cover) containing,

###### 3.1.1 Application for Quotation (Vide Form-1) (to be submitted in "Forms" folder)

Forms 5(A), 5(B), 5(C),5(D) are to be downloaded by the intending bidders and need not be filled up during submission of their bid. The bidders are to digitally sign the said forms & upload the blank forms. The lowest bidder whose rate will be accepted is required to filled up the stated forms before execution of the work.

3.1.2 **Notice Inviting Quotation (NIQ)** (to be submitted in “**NIQ**” folder)

3.1.3 **Quotation Cost & Earnest Money Deposit (EMD)**

Scanned copy of costs in the forms as detailed later separately towards cost of quotation papers and Earnest Money Deposit as prescribed in the NIQ, against the NIQ (to be submitted in “**Drafts**” folder).

3.1.4 **Declaration of not having common interest in the NIQ** (Vide Form-4) (to be submitted in “**Forms**” folder).

**Note: Quotations will be summarily rejected if any item in the Statutory Cover is missing.**

**B. My Document (Non-Statutory Cover) containing,**

i. **Certificates** (name of file should be “**certificates.pdf**”)

1. Professional Tax (PT) submission Challan for the current year and PAN Card details. Application for PAN addressed to the competent authority may also be considered.
2. VAT Registration Certificate (Non production of the document will result in VAT deduction as per prevailing rules).
3. Income Tax Return for the last year.
4. Individual deposit Challan (upto date) of Employees’ Provident Fund & Employees’ State Insurance Corporation.
5. License to engage in the business of Private Security Agency valid up to the date of opening of the Quotations. License issued from Joint Secretary, Home Department, Govt. Of West Bengal.
6. Valid Trade License of running business.
7. Audited Balance sheet for the last year.

ii. **Credential Certificate**

Scanned copy of work credential issued in favour of the Agency (name of file should be “**credential.pdf**”).

iii. **Company Details** (name of file should be “**companydetails.pdf**”)

1. Deed of consortium/ Partnership Firm and documents of registration in the form of certified copy of Form-8 issued from the Registrar of Firms Societies and Non-Trading Corporation having office at P-15 India Exchange Place Extn., Todi Mansion,10<sup>th</sup> Floor, Kolkata-700001. In cases where the applicant is yet to receive copy of Form-8, a

“Memorandum” issued from the above office may be accepted however in such cases the applicant is to submit an Affidavit in Non-Judicial Stamp Paper along with the application pledging that “Copy of Form-8 would be submitted to the tender inviting Authority before making agreement with the tender accepting authority in case he is found lowest”. Any change in the constituents of the consortium/ Partnership Firm should also be intimated to the office at Todi Mansion, Kolkata, prior to the application of tender and a certified copy of the revised Form-8 showing the changes in the constituents of the Firm also need to be submitted. If the applicant is yet to receive the certified copy of the revised Form-8 he is to submit the above stated Affidavit along with the application. In case of inordinate delay in submission of the certified copy of Form-8/ revised Form-8, his bid is liable to be rejected and his EMD deposited will stand forfeited to Government.

**Note:** *An affidavit regarding authorized user of DSC for a declaration regarding such authorization for Limited Companies is to be submitted.*

2. Trade License for Proprietorship Firms.
3. Memorandum of Articles for Limited Companies.
- iv. **Company Details** (for Cooperative Societies only) (name of file should be “**societypapers.pdf**”)
  1. Society Registration Certificate from ARCS and Bye Laws.
  2. Any other documents showing having names and signatures of latest elected office bearers.
- v. **Addenda / Corrigenda:** If published (name of file should be “**corrigendum.pdf**”)

**Note:** *Contractors are to keep track of all the Addendum / Corrigendum issued with a particular quotation and upload all the above digitally signed along with the NIQ. Quotations submitted without the Addendum / Corrigendum are liable to be treated as informal and liable to be rejected.*

- vi. **Others:** Any other documents found necessary.

**Note: Failure of submission of any one of the above mentioned documents will render the quotation liable to summary rejection.**

### 3.2 Financial Proposal:

The financial proposal should contain the following document in one cover (Folder).

- i. **Bill of Quantities (BoQ):**

The contractor is to quote the rate item wise including Service Charge in the BoQ online through

computer in the space marked for quoting rate in the BoQ. *(Only downloaded copies of the above documents are to be uploaded by the contractor).*

**Note:**

1. In cases, where BoQ has been changed by the Quotation Inviting Authority by way of corrigendum, bidders are to upload the revised BoQ. If bid is submitted prior to the date of corrigendum, the bidder is to resubmit the bid along with the revised BoQ. If revised BoQ is not found during financial evaluation, the bid will be rejected.

#### **4 Submission of original copies of documents of Quotation Cost and Earnest Money Deposit:**

##### **4.1 Mode of Payment:**

Cost towards quotation paper and Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipts (DCR) of any scheduled Commercial Bank of India approved under RBI and having branch in the State of West Bengal and drawn in favour of Executive Engineer, Teesta Irrigation Division , Assam More, Jalpaiguri payable at Jalpaiguri Payment in any other form, e.g. NSC, KVP, etc. Will not be accepted.

##### **4.2 Place of submission:**

The original copies of the DD / BC / DCR, towards quotation cost and Earnest Money Deposit should be submitted in a sealed envelope in the office of the Executive Engineer, Teesta Irrigation Division , Assam More, Jalpaiguri (NIQ No. & the date and time of opening of the Technical Bid should be clearly superscripted on the envelope).

##### **4.3 Time of submission:**

The original copies of DD / BC / DCR should be submitted in a **sealed envelope** in the office as stated above within the bid submission start date and bid submission end date as specified in the schedule of dates provided later.

**Note: i)** *If the bidder having submitted the bids online fails to submit the original copies of EMD and Quotation Cost within the due date and time, his bid will be rejected during Technical Bid Opening.*

**ii)** *If such bidder(s), having participated in the 1<sup>st</sup> call of a work, which has been cancelled due to insufficient no. of participants or otherwise, intends to participate in the second call of the same work, they need not submit fresh tender fee and tender fee submitted earlier will be consider. However they are to submit fresh earnest money deposit and EMD submitted earlier will be refunded and not considered.*

## **5 Credential Certificate:**

- 5.1 Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted as credential.
- 5.2 Credential Certificates should clearly show the Name, Address, Contact No. Of the Office and Designation of the Officer issuing the work credential along with the name of work and the amount put to quotation. Illegible certificates and certificates having incomplete information may be rejected.
- 5.3 Completion Certificate of work executed in Irrigation & Waterways Department will be considered. Completion certificate of works executed in other Departments of State Government or organization, like Public Works and Public Works(Road) Department, Public Health Departments, Zilla Parishads and Panchyat Samities, West Bengal Housing Infrastructure Development Corporation Ltd.(WBHIDCO), West Bengal State Electricity Distribution Company Ltd.(WBSEDCL), Kolkata Metropolitan Development Authority(KMDA), Kolkata Metropolitan Water Sanitation Authority(KMW&SA), Kolkata Municipal Corporation(KMC), other Municipal Authorities, Local Panchyat Bodies, Hoogly River Bridge Commisioner(HRBC), Engineering Department of central Government and organizations like Farakka Barrage Project(FBP) Authority, Railways, Kolkata Port Trust(KOPT), and Companies wonded or managed by the state Government i.e. Mackintosh Burn Limited, Westing House, Saxby Farmer Limited and Britannia Engineering Ltd. May also be considered. Such completion certificates are to be issued by an officer not below the rank of Executive Engineer/Divisional Engineer/District Engineer/Project Manager of the other State/ Central Government Departments/Organizations. Such certificates are further to be counter signed by immediate superior Authority of the issuing Authority of all cases other than direct state/Central Government Departments and Railways. All such certificates when being issurd by other than direct state/ Central Government Departments and Railways contain a declaration that the work has been executed to the satisfaction of the Government Department concerned and has been declared complete in all respect by the competent Authority of the concern Department.

## **6 Eligibility Criteria:**

- 6.1 Eligibility of agency based on work credential will be calculated as per norms stated in the tender. While determining the eligibility criteria, the "Amount put to tender" of the work executed by the bidder will be considered towards calculation of the work credential.
- 6.2 Monetary value (Amount put to tender) of the executed work thus submitted will be further multiplied by the following factors to take care of the inflationary effects to arrive at the net notional amount.

Year	Description	Multiplying factor to arrive at net notional amount
Current	-	1.00
1st	1 year preceding the current financial year	1.08
2nd	2 years preceding the current financial year	1.16
3rd	3 years preceding the current financial year	1.26
4th	4 years preceding the current financial year	1.36
5th	5 years preceding the current financial year	1.47

**Note:** For cases where two bidders participating in a tender for a particular work are such that one happens to have worked as a sub- agent of the other and both bidders submit work credential of having completed the same job either wholly or partly, then in such cases the credential of the principal agency will be considered while that of the sub-agent will not be taken into consideration for determining the eligibility criteria of the bidders towards the tender. However if the credentials submitted are for different works then both the credentials will be considered towards determining the eligibility criteria of the bidders.

*Financial proposal of any contractor will come under the purview of consideration only if the criteria mentioned below is fulfilled*

Net notional amount calculated from the Completion Certificate (CC) issued in favour of the agency/firm/consortium for a work of similar nature should be at least 50% (or equal to the requirement as stated in column 8 of list of works above) of the amount put to tender for the work. However, for consortiums where CC of individual entities of the consortiums are to be considered, the sum of the work values in the CC of individual entities for works of similar nature should be at least 100% (or twice the requirement as stated in column 8 of list of works above) of the amount put to tender for the work.

6.3 Eligibility of agency based on works credential. Minimum total billing value should be at least 50% of the total value of the work for a single work in a year.



- 6.4 The Agency having valid certificate of registration under West Bengal Shops & Establishment Act 1963 from Labour Deptt., Govt of West Bengal at the location where the quotation is call for.
- 6.5 The Bidder whose rate will be recommended for acceptance will have to furnish the certificate of registration in Gratuity Fund.

## **7 Eligibility criteria for participating in more than one tender in a NIT**

- 7.1 Submission of tenders by one single bidder in excess of 50% of the no of works in any particular NIT will not be considered.
- 7.2 Normally separate Completion Certificates (CC) of 100% completed works is to be provided for participation in separate works in a particular NIT. However, CC for one particular work may be considered as eligible for participation in maximum two numbers of serials, provided required credential for two such works (to be arithmetically added) satisfies the requirement in all respect from one such completion certificate.

## **8 Penalty for suppression / distortion of facts:**

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the corresponding uploaded soft copies or if there is any suppression / distortion / falsification noticed at any stage of tender processing prior to the issue of work order, the Tender Inviting Authority will immediately bring the matter to the notice of the Superintending Engineer who upon suggesting suitable punitive measures will place the matter to the Chief Engineer concerned within 15 days of receipt of complaint from the Tender Inviting Authority and the bidder may be suspended from participating in the tenders on e-Tender platform of I&WD as per approval of the Chief Engineer for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. The Chief Engineer concerned will issue the necessary suspension orders with intimation to the agency, other Chief Engineers, e-Tendering Cell and also the Department. Copy of such order should also invariably be communicated to the Nodal Officer, e- Governance of this Department with a request to upload the same in the Departmental website. Besides, the Irrigation & Waterways Department may take appropriate legal action against the defaulting bidder. For tenders where such suppression / distortion / falsification is detected at an advanced stage of tender processing, the concerned Chief Engineer will be the deciding authority as to what further necessary actions are to be taken up regarding the tender.

## **9 Taxes & duties to be borne by the Contractor:**

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges. Service Tax, EPF, ESI if applicable, would be reimbursed subsequently.

## 10 Site inspection before submission of quotation:

Before submitting any quotation, the intending quotationers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties of work. The intending quotationers may contact the office of the Executive Engineer, Teesta Irrigation Division , Assam More, Jalpaiguri between 11.30 hours to 16.30 hours on any working day prior to date of submission of quotations.

## 11 Conditional and incomplete quotation:

Conditional and incomplete quotations are liable to summary rejection.

## 12. Opening and evaluation of tender

### 12.1 Opening of Technical Proposal

- i. Technical proposals will be opened by the Tender inviting authority or his authorised representative electronically from the website stated above, using their Digital Signature Certificate.
- ii. Intending bidders may remain present if they so desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 3.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 3.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation Authority.

### 12.2 Tender Evaluation Authority (TEA)

Authority to whom power has been delegated to accept tenders as per Departmental Notification No 01-IWB dated 19th July 2012 will function as the Tender Evaluation Authority for evaluation of Technical and Financial proposal of works having estimated value within his range of acceptance. As per present norms Tender Evaluation Authority for different tenders within the range of Rs 5.00 Lakhs to Rs 45.00 Lakhs would be as follows:-

For Tenders up to 45 lakhs from 5.00 Lakhs : **Executive Engineer , Teesta Irrigation Division , Assam More, Jalpaiguri.**

### 12.3 Uploading of list of technically qualified tenderers

- i. Pursuant to scrutiny and decision of the Tender Evaluation Authority (TEA) after Technical Bid Evaluation, the list of eligible bidders qualified through Technical Evaluation for a particular serial of work whose Financial Proposals will be considered will be uploaded in the web portals.
- ii. While evaluation, the Authority may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

## **12.4 Opening and evaluation of Financial Proposal**

- i. Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Authority will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. Intending bidders may remain present if they so desire.
- iii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iv. After opening of the financial proposal the preliminary summary result containing inter- alia, name of contractors and the rates quoted by them will be uploaded.
- v. If the Tender Evaluation Authority is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement test checked by the Divisional Accountant / Divisional Accounts Officer attached to the office of the Executive Engineer, as the Tender Inviting Authority, upload the final summary result containing the name of bidders and the rates quoted by them against each work after acceptance of the rate.
- vi. However, if there is any scope for lowering down of rates in the opinion of the Tender Evaluation Authority, all the bidders will be notified through the website to attend sealed bids to be followed by open bids to be held at the office of the Tender Accepting Authority (in this case same as Tender Evaluation Authority) in his presence at prescribed date and time, which will be done offline, i.e. as manually, as per present procedure.
- vii. After holding such bids, final result after acceptance of the rate by the Tender Accepting Authority would have to be uploaded in the web portal.
- viii. The Tender Accepting Authority may ask any of the bidders to submit analysis to justify the rate quoted by that bidder.

## **12.5 Procedure to be followed when one/two technically qualified bidder/s participates in any tender.**

- a. If there is no bidder or the number of technically qualified bidder in the 1st call is less than three (3), the tender has to be cancelled.
- b. Fresh tender in the form of 2nd call may be invited immediately after relaxation of the credential criteria to the extent deemed necessary by the Tender Inviting Authority and advertisement in widely circulated newspapers.
- c. Even if, after taking appropriate steps, if the number of technically qualified bidder in the 2nd call is less than three (3), results of Technical Bid Evaluation of 2nd call would be uploaded and financial bid of the technically qualified bidder(s) of the 2nd call would be opened and would be considered in the process of evaluation for acceptance following usual procedure.
- d. The process would continue unless one valid bidder is found.

### **13. Bid Validity:**

The Bid will be valid for 120 days from the date of opening of the Financial Bid.

### **14. Acceptance of Quotation:**

Quotation evaluating authority will recommended & forwarded the lowest rate to the competent authority for acceptance. Lowest valid rate should normally be accepted. However, the Quotation Accepting Authority does not bind himself to do so and reserves the right to reject any or all the quotations, for valid reasons and also reserves the right to distribute the work amongst more than one quotationer.

#### **14.1 Quotation Accepting Authority**

As per prevalent orders of Irrigation & Waterways Department Quotation Accepting Authority for different quotation is Executive Engineer, Teesta Irrigation Division , Assam More, Jalpaiguri upon approval of rates from the Superintending Engineer/ Teesta Barrage Circle.

#### **14.2 Execution of Formal Agreement after acceptance of quotation**

The bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, need to execute 'Formal Agreement' with the Tender Accepting Authority in quadruplicate copies of W.B.F. No 2911(ii) on cash payment / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer, Teesta Irrigation Division . During making "Formal Agreement" the successful bidder is required to submit fresh tender cost for the duplicate copy of the tender only while all other copies will be provided free of cost.

### **15. Amount of Earnest Money:**

The earnest money in the tune of 2% of the accepted rate is to be deposited by the successful bidders during execution of the work. Earnest money deposit in excess, if any, will be adjusted during process of bill.

- i) Additional earnest money if required, to make 2% of the accepted rate is to be deposited by the successful quotationers during execution of the tender.
- ii) Earnest money deposited in excess of 2% of the accepted rate will be adjusted preparation of bill.

### **16. Return of Earnest Money of the unsuccessful quotationer(s):**

For return of the Earnest Money of the unsuccessful quotationer(s), he/she/they is/are to apply for the same to The Executive Engineer, Teesta Irrigation Division giving the reference to the work, NIO No., date of quotation, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all quotationers other than the lowest quotationer in each case may be refunded,

after acceptance of the rate in comparative statement or immediately after expiry of seven days from the date of final bid, whichever is earlier.

**17. Payment:**

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.

**18. Withdrawal of Bids:**

Withdrawal of bid, once the bid has been submitted online and has been accepted for further bid processing, is not allowed.

## 19. Schedule of Dates for e-Quotationing

SI No.	Activity	Date & Time
1.	Publishing Date	03/03/2016 after 16.00 Hours
2.	Document Download start Date	03/03/2016 after 17.00 Hours
3.	Bid Submission start Date	03/03/2016 after 18.00 Hours
4.	Document Download end Date	30/03/2016 up to 16.00 Hours
5.	Bid submission end Date	30/03/2016 up to 16.00 Hours
6.	Date & Time for submission of original copy of Quotation Fee and EMD in shape of B.C., D.D. or D.C.R.	04/04/2016 up to 12.00 Hours
7.	Technical Bid opening Date	04/04/2016 after 14.00 Hours
8.	Uploading of Preliminary list of Technically Qualified Bidders	04/04/2016 after 17.00 Hours
9.	Original documents verification Date	08/04/2016 from 12.00 Hours to 17.00 Hours
10.	Uploading of Final list of Technically Qualified Bidders	12/04/2016 after 14.00 Hours
11.	Financial Bid opening Date	To be intimated later on
12.	Uploading of Financial Bid evaluation sheet	To be intimated later on

**Note :** In case of any unprecedented "Bundh" schedule for tendering procedure will automatically be deferred to the next working day.

SD/- (L.N.Singh)  
Executive Engineer  
Teesta Irrigation Division  
Assam More, Jalpaiguri

### **Additional Terms & Conditions**

1. The Executive Engineer of the Division concerned will be the Engineer-in-charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-charge. If any correspondence of above quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-charge and approved by him. The instruction given by the Sub-Divisional Officer and the Sub-Assistant Engineer on behalf of the Engineer-in-charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-charge shall be final and binding.
2. The quotation accepting authority reserves the right to reject any or all quotations without assigning any reason whatsoever and he will not be bound to accept either the lowest quotation or any of the quotations.
3. The acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders will rest with the Quotation inviting authority without assigning reason thereof.
4. The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
5. The Bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970, and (b) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
6. Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / commencement and completion of the work) is to be borne by the bidder. Original Challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
7. Cess @ 1% of the cost of construction works shall be deducted from the Gross Value of the Bill in terms of Finance Department Order No.853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Deputy Labour Commissioner of the region concerned.
8. The Security Agency shall submit proof of deposit of ESI and EPF within 15 (fifteen) days from disbursement of wages in every month. The proof of disbursement of wages sheet to the security personnel shall also have to submit before forwarding the payment recommendation. In case of failure the payment of wages for the next month shall be withheld.
9. The quantities of different items of work mentioned in the BOQ or in Work Order are only tentative. In

actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items.

10. Income tax, Sales tax/Vat, Royalty and all other incidental charges will have to be borne by the contractor as per existing rule.
- 13 Quotationers who will resort to canvassing is liable to be rejected.
- 14 Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.
- 15 Anything not considered in this NIO regarding engagement of Private Security and wages thereof will be dealt with the prevailing orders of Home Deptt., Govt. of West Bengal and Labour Deptt., Govt. of West Bengal and binding to the agency.



## **Special Terms & Condition**

1. Protection of office premises, residential premises, stores, Bungalow, Field Hostel including all properties of Teesta Barrage Project within the entire Teesta Irrigation Division, Assam More And Maynaguri, Dist. Jalpaiguri .
2. Guarding the entry and exit points to the premises or at vulnerable points as desired by the Engineer-in-charge for ensuring security of the colony as well as to control movement of visitors to/from Residential colony in a manner so that the occupants are not harassed unnecessarily in the process of enforcement of the security measures.
3. Any unknown person/new person/vehicle not acquainted with the security guards are not authorized to enter the colony may be allowed to enter through the gates stipulated by the Engineer-in-charge subject to verification with the due details entry in the register by the security personnel to be maintained at the gates by the agency.
4. To check the incoming and outgoing store materials and also to allow the movement of such materials through the gates stipulated by the Engineer-in-charge/concern S.D.O., verification of materials against valid/authorized gate pass/challan/documents is to be made by the Agency. Maintenance of vehicle movement register duly authenticated by the concern S.D.O or his authorized representative with detail entry at the own cost of the agency and in case of any requirement the said register is liable to be produced to the concern S.D.O or his authorized representative.
5. To ensure effective protection within the entire premises as described above, night patrolling is to be performed vigorously, for the entire residential complex/ office Building.
6. Restraining of entry of unauthorized person/to the residential colony is the entire responsibility of the agency and any untoward incident, if arises, for such unauthorized entry, the agency will be liable. In case of failure in performing the duty from the part of the agency the Engineer-in-charge will reserve the right to take any suitable action/penalty as deem fit and decision in this respect of the Engineer-in-charge is final.
7. The agency will be entirely responsible for ensuring round the clock manning for guarding at every entry/exit point of the entire premise including roster patrolling thereof as directed by the Engineer-in-charge in special/abnormal cases. Any absence in the duty as mentioned if observed/detected by the Engineer-in-charge or his authorized representative, the person assigned will be treated as absent and no excuse/claim will be entertained from the agency in this respect. Frequent unauthorized absences in duty if observed and no measures, if taken by the agency, in spite of reminders made in this respect, the agency will be liable for imposition of penalty as deem fit by the Engineer-in-charge and decision of the Engineer- in-charge is final and binding in this respect to avoid repetition of laxity

in performance of duty.

8. Disqualification of any guard will bar him to be engaged for duty.
9. Disqualification of a guard, if reported, will be summarily effected, on the following grounds:-
  - i) If any guard is found sleeping in the night shift on duty.
  - ii) If a guard is not found in his duty location or found to be engaged in gossiping with outsiders during duty hours.
  - iii) If any complaint is lodged against a particular guard for immoral/illegal/irresponsible activities.
10. Security personnel to be deployed by the agency should be trained having sound physical condition with capacity for performing such duties and experience of similar duty for at least 2(two) years. Security personnel should be courteous, humble, competent, alert, tactful having good moral character to perform the duty satisfactorily in the interest of the security of the entire office premises, residential premises, stores, rest shed, stack yard and other Govt. properties lying within the premises of Teesta Pally, Assam more, Jalpaiguri and Teesta Pally, Maynaguri, Jalpaiguri. They are to deal with the unauthorized entry finally and with the authorized persons gently without causing harassment to the Govt. employees & residents of the colony.
20. The agency will have to provide proper uniform, badges with photograph showing identity of each security guard including providing all requisites for performing security guarding viz. operating torch, battens for guarding, Bell/Gong (for hourly sounding at night from 11.00 pm. Onward) whistle and rain coat, gum boot in the rainy season at his own cost. The agency should provide a chair at each gate. If the agency fails to provide the appropriate requisites as cited, immediate penalty including treating the person as absent as deem fit by the Engineer-in-charge/concern S.D.O., for violation of contract including hindering the proper guarding will be imposed and the same will be recovered from the monthly bill of the agency forthwith. The extent of penalty for this failure as fixed by the Engineer-in-charge is final and binding.
21. List of security personnel to be deployed by the agency monthly with the provision of three shift duties furnished by the agency well ahead to the S.D.O. before their deployment for fixing responsibility during their incumbency of guarding.
22. No person other than enlisted persons are authorized to be deployed. In special case, the agency should have to obtain prior concurrences from the Engineer-in-charge.
23. For verification of attendance of security personnel daily, the agency is liable for submission of duty chart including their location of assignment every day in the morning to his authorized representative,

failing which they will be treated as absent for that day and no payment will be made for the day.

15. The Department reserves the right to ban the engagement of any or all security personnel for any act prejudicial to the interest of the Government.
16. The agency shall be responsible for paying the security guards deployed as per minimum wages Act and should not violate the provision as contained in various enactments viz. Contract labour (Regulation & Abolition Act) Industrial Dispute Act, payment of wages Act and all other relevant acts in force.
17. The Department will not compensate for any overtime duties performed and no extra claim will be entertained on the account. The agency must arrange suitable reliever for any guard to be relieved for physical/natural needs.
18. The successful quotationers are liable to execute and maintain personal insurance of the security guards to be deployed.
19. The Department shall not be responsible in any way for employment of the security personnel engaged by the agency on termination of the contract made with him.
20. The agency shall have to maintain First Aid & Medical facilities for his security personnel during the contract at his own cost and arrangements. Department will not be bear any cost on this purpose as well as not be responsible for any eventuality to the security personnel.
21. The agency is not permitted to sublet or assign any portion/entire portion/of the contract to any other person/firm and in that case his contract made with the Engineer-in-charge is liable to be cancelled.
22. The contractor is liable for indemnity of the department/residents against losses or damages caused to the departmental/residential properties on account of any involvement by way of reluctant laxity / unauthorized absence/any lapse detrimental to the security aspect of the security personnel deployed by the agency. The decision of the Engineer-in-charge in this respect is final and binding.
23. The agency will also be responsible for any dispute arises among the security guards. The contractor shall always keep the department indemnify and harmless against all damages and claims causing there from.
24. The Department reserves the right to recover part or whole of any outstanding claim of the department against the contractor from the security money or any outstanding bill.
25. The contract will be made initially for a period of 12 (Twelve) months and which can be extended for 12(Twelve) Months more based on satisfactory performance and rates quoted should be valid for the said period. No escalation will be entertained beyond the accepted rate.

26. The nos of security personnel to be required is provisional and may be changed as per requirement of

the department with a prior notice of 15(fifteen) days. Any claim for discarding additional personnel deployed due to actual requirement of department on modified conditions for the overall interest of the department will not be entertained.

27. The contractor shall have to make good losses, if any, sustained by the Government and/or colony occupants due to lack of guarding and security measure if established after proper enquiry by the competent authority if desired by the Engineer-in-charge or competent authority. If the lapses of the agency already recorded and established, question of referring the matter to competent authority will not arise and decision of the Engineer-in-charge in this matter will be final and binding.
28. The entire security deposit free off interest will be refunded to the contractor on successful completion of contract period subject to the availability of fund.

**SD/- (L.N.Singh)**  
**Executive Engineer**  
**Teesta Irrigation Division**  
**Assam More, Jalpaiguri**

**FORM - 1**

**APPLICATION FOR QUOTATION**

*(to be typed in Company Letter Pad, scanned and uploaded)*

To

The Executive Engineer  
Teesta Irrigation Division  
Assam More, Jalpaiguri .

Quotation No.: \_\_\_\_\_

Serial No. of Work applied for : \_\_\_\_\_

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the works as per Quotation 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 \_\_\_\_\_ 201\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids for  
and on behalf of (Name of Firm):  
(In BLOCK CAPITALS)

\_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.(s) (Office): \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E mail ID \_\_\_\_\_

Form – 2

Certificate regarding Summary Statement of  
Yearly 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 or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl.No.	Financial		Remarks
	Year	Turnover rounded up to Rs. In lakh (two digit after decimal)	
1.	2011-12		
2.	2012-13		
3.	2013-14		
Total			

Average Turnover: `.....

Note :

1. Year preceding the current financial year is to be considered as Year-1
2. Average turnover is to be expressed in lakh of rupees, founded upto to digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

\_\_\_\_\_  
Signature of the bidder

-----  
Signature of the auditor

Form – 4

Declaration against Common Interest

I / We, Sri / Smt. \_\_\_\_\_, the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that I/We/any of the member of \_\_\_\_\_ bidding against NIT No. \_\_\_\_\_ SI.No. \_\_\_\_\_ do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date :

\_\_\_\_\_

Signature

Form – 5

(A)

(Details of Daily wages of **Security Guard without Arms for Zone "B"** through an Agency in support of the Rate Quotated in B.O.Q.)

1. Wages for unskilled labour (Follows minimum wages Act) :	Rs. 255.15 /Head/Day
2. (a) Employers P.F. contribution @ 13.61%	: Rs. 34.72 /Head/Day
(b) E.S.I. @ 4.75%	: Rs. 12.11 /Head/Day
(c) Bonus @ 8.33%	: Rs. 21.25 /Head/Day
(d) Service Tax. @ 12.36%	: Rs. 31.53 /Head/Day
(e) Administrative Charge	: Rs. /Head/Day
3. Contractors Profit	: Rs. /Head/Day
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Total Rs.	/Head/Day

Dated:

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Signature of the bidder

**(Note : Do not quote in NIO)**



Form – 5

(B)

(Details of Daily wages of **Security Supervisor for Zone "B"** through an Agency in support of the Rate Quotated in B.O.Q.)

- |   |                       |
|---|-----------------------|
| 1. Wages for semiskilled labour (Follows minimum wages Act) : | Rs. 280.61 /Head/Day  |
| a. (a) Employers P.F. contribution @ 13.61%                   | : Rs. 38.19 /Head/Day |
| (b) E.S.I. @ 4.75%  | : Rs. 13.32 /Head/Day |
| (c) Bonus @ 8.33%   | : Rs. 23.37 /Head/Day |
| (d) Service Tax. @ 12.36%                                     | : Rs. 34.68 /Head/Day |
| (e) Administrative Charge                                     | : Rs. /Head/Day       |
| 3. Contractors Profit   | : Rs. /Head/Day       |

-----  
Total Rs. /Head/Day

Dated:

\_\_\_\_\_  
Signature of the bidder

**(Note : Do not quote in NIO)**

Form – 5

(C)

(Details of Daily wages of **Security Guard with Arms for Zone "B"** through an Agency  
in support of the Rate Quotated in B.O.Q.)

1. Wages for skilled labour (Follows minimum wages Act)	:	Rs. 308.69 /Head/Day
a. (a) Employers P.F. contribution @ 13.61%	:	Rs. 42.01 /Head/Day
(b) E.S.I. @ 4.75%	:	Rs. 14.66 /Head/Day
(c) Bonus @ 8.33%	:	Rs. 25.71 /Head/Day
(d) Service Tax. @ 12.36%	:	Rs. 38.15 /Head/Day
(e) Administrative Charge	:	Rs. /Head/Day
3. Contractors Profit	:	Rs. /Head/Day

-----  
Total Rs. /Head/Day

Dated:

\_\_\_\_\_  
Signature of the bidder

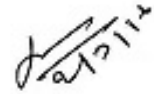
**(Note : Do not quote in NIO)**

**Memo No. 174/28**

**Date: 02/03/2016**

Copy forwarded for favour of information and wide circulation through the Office Notice Board of:-

- 1) Chief Engineer, Teesta Barrage Project, Teesta Barrage Circle, 2<sup>nd</sup> Mile, Siliguri.
- 2) Superintending Engineer, Teesta Barrage Circle, 2<sup>nd</sup> Mile, Siliguri
- 3) Superintending Engineer, Mahananda Barrage Circle, Tinbatti, Siliguri.
- 4) Superintending Engineer, Teesta Canal Circle, Karnajora, Raiganj, S.Dinajpur.
- 5) Superintending Engineer, Resources Circle, Jalasampad Bhawan, Kolkata-91.
- 6) District Magistrate, Jalpaiguri.
- 7) Executive Engineer, Teesta Canal Division No.III, Karnajora, Raiganj.
- 8) Executive Engineer, Mahananda Barrage Division, Tinbattimore, Siliguri-5.
- 9) Executive Engineer, Mahananda Link Canal Division, 2<sup>nd</sup> Mile, Siliguri
- 10) Executive Engineer, Mahananda Canal Division, Tinbattimore, Siliguri-5.
- 11) Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri.
- 12) Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
- 13) Executive Engineer, Teesta Resources Division No.1, Tinbattimore, Siliguri-5.
- 14) Additional Executive Officer, Jalpaiguri ZillaParasad, Jalpaiguri.
- 15) Block Development Officer, Sadar Block, Jalpaiguri.
- 16) Director, Information cultural affairs and public relation Deptt, Govt of W.B. Writer's Building ,Kolkata-1.(in duplicate).
- 17) District Information & Cultural Affairs Officer, Jalpaiguri.
- 18) Post Master, Jalpaiguri Head Post Office.
- 19) Station Master, Jalpaiguri Town Station (N.F Railway),Jalpaiguri.
- 20-22) Sub-Divisional Officer, Teesta Irrigation Sub-Division No.I/II/III.
- 23) Head Estimator, Teesta Barrage Circle.
- 24) Divisional Estimator of Teesta Irrigation Division.
- 25) Divisional Accounts Officer (Gr-II) of Teesta Irrigation Division.
- 26) Accounts section /Teesta Irrigation Division.
- 27) Office Notice Board.
- 28) Secretary Contractors' Association, Jalpaiguri.



(L.N.Singh)  
Executive Engineer  
Teesta Irrigation Division  
Assam More, Jalpaiguri