

Enclosure-II

(Latest Modified e-NIT 'Standard Format' for works of 'Quotation Value' (Amount Put to Quotation) above Rs 45.0 lakh)



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Irrigation & Waterways Directorate
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NOTICE INVITING 'e' -QUOTATION **e-NIQ No - WBIW/SE/MBC/NIQ-02(e)/2016-17**

Separate quotations are being invited by the **Superintending Engineer Mahananda Barrage Circle Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal, through electronic quotation (e-quotation) for the works mentioned in the list given in next page from eligible and resourceful contractors/bidders having sufficient credential and financial capability for execution of works of similar nature.

Intending contractors/bidders desirous of participating in the e-quotation are to login to the website www.wbiwd.gov.in (the official website of Irrigation & Waterways Department) and click the "e-procurement" link provided therein. They may also visit the designated Government of West Bengal quotation website having URL <https://wbtenders.gov.in> for the same e-quotation. The e-quotation can be searched by typing **WBIW/SE** in the search engine provided in the website/s, by logging-in the designated link of concerned Superintending Engineer.

Contractors/bidders willing to take part in the process of e-quotation are required to obtain Digital Signature Certificate (DSC) from any of the authorized 'Certifying Authorities' (CA) under Controller of Certifying Authorities (CCA), Department of Electronics & Information Technology (DEIT), Govt. of India. (viz. NIC, n-Code Solution, Safescrypt, e-Mudhra Consumer Services Ltd, TCS, MTNL, IDRBT) or as notified by the CA /Finance Department from time to time. DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from any of the above CA, they are required to register the fact of possessing the DSC through the registration system available in the above mentioned websites. A list of such licensed CAs' is also available in the CCA website cca.gov.in. The prospective contractors / bidders may contact the e-quotationing State Level Help desk located at 7th Floor, Jalasampad- Bhavan, Bidhannagar, Sector-II, Kolkata through e-mail ID: irrigationhelpdesk@gmail.com or ID: dvcsc6816@gmail.com and Telephone No. 033-23346098 on any working day within working hours for any query on e-quotationing, obtaining DSC, training on e-quotationing usage, free of cost. Bidders' Manual is available in the Departmental website www.wbiwd.gov.in.

Intending contractors/bidders are required to download the e-quotation documents directly from either of the website/s stated above. Quotation is required to be submitted on-line with the help of the e-Tokens provided. **This is the only mode of e-submission of quotation documents.** Details of submission procedure have been explained under "General Terms & Conditions" and Annexure attached with this e-NIT. Minimum period of time to be given to the contractors/bidders for submission of e-quotations should be counted from the date on which the notice inviting quotation including e-quotation is actually published in the newspaper(s). In case of publication of the e-NIT in more than one newspaper, all the advertisements should appear simultaneously on the same day in all these newspapers. Also uploading of the notice including e-quotation documents in the State Government e-quotation portal shall be such so as to ensure that the e-quotation documents are visible in the website <https://wbtenders.gov.in> as soon as the brief referral advertisement appears in the newspaper(s).

Last date & time of submission of e-bids online is on 05.08.2016 till 17.30 hours.

The intending bidder/contractor must read the Terms & Conditions contained in the e-Notice Inviting Quotation (e-NIT) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Contractors/bidders desirous of participating in the e-quotation may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information posted in the website consisting of e-NIT and related documents, WB Form 2911(ii), Bill of Quantities (BOQ), corrigenda and drawings etc. if any, shall form a part of the e-quotation document.

LIST OF WORKS

e-N.I.Q No - WBIW/SE/MBC/NIQ-02(e)/2016-17

Sl no	Name of Work	Concerned Executive Engineer with Headquarter	Earnest Money Deposit (₹)	Time allowed for completion (In days)	Source of Fund	Financial requirements to match the credential in terms of execution of similar items in previous works quotation contract (*)
1	2	3	5	6	7	8
1	Guarding the office premises, Residential premises, Stores, Senior & Junior Field Hostel, Rest shed and all properties of Teesta Barrage Project within the entire Teesta Barrage Colony i.e. Teesta Pally at Islampur in P.S. Islampur, Dist. Uttar Dinajpur.(2 nd Call)	Executive Engineer, Teesta Canal Division – I, Islampur, Uttar Dinajpur.	1,28,000/- Labour Co-operative Societies are exempted from deposition of Earnest Money [(Vide Order No No.03(W)/2015-16 Dated, 18th November, 2015 of Secretary, I&WD)]	365 days	PLAN MAINTENANCE / NON PLAN (State Govt. Fund)	<p>A. Credentials :</p> <p>i) Net notional amount of similar nature of single work in last 5(five) years.</p> <p>a) Individuals, Partnership, Company and others except Consortium – 25% of ₹ 64.00 = ₹ 16 lakh.</p> <p>b) Consortium - 75% of ₹ 64.00 = ₹ 48 lakh</p> <p>ii) Value of execution of "Providing Security Service".</p> <p>a) Individuals, Partnership, Company and others except Consortium - 35% of ₹ 64.00 = ₹ 22.40 lakh</p> <p>b) Consortium = 70% of ₹ 64.00 lakh = ₹ 44.80 lakh</p> <p>B. Turn over :</p> <p>i) Individuals, Partnership, Company and others except Consortium - 20% of ₹ 64.00 lakh = ₹ 12.80 lakh.</p> <p>ii) Consortium – 60% of ₹ 64.00 = ₹ 38.40 lakh.</p>

Note: a) (*) For Consortiums, additional criteria may be referred under Clause 1, Cl.4.2 & Cl. 7 of General Terms & Conditions.

- c) **Clarification regarding participation by consortium in e-tenders(Ref: No- 375/1(3)-IB, Dated. 16.02.2016 of I& W. Deptt.) :** The individual entities constituting a Consortium if otherwise fulfils all the conditions of the approved standardised e-NIT should mandatorily possess previous work credential(in any type of Govt. works contract) of 10% of the amount put to tender (Tender Value) and simultaneously at least some credential (any amount) of a similar nature work in which the consortium intends to participate as defined in the Departmental standardised e-tender notice G.O.
- c) It is mandatory to maintain minimum wages of the staff in accordance with the minimum rates of wages published by Joint Labour Commissioner, West Bengal.
- d) The rate of Security Guard without arms , Security Supervisor & Security Guard with arms means Un-skilled, Semi skilled and Skilled labour. To arrive the unit rate, consider the present minimum wages per head per day, EPF, ESI & welfare cess as per prevailing Govt. rule and provide the service charge & appropriate taxes also.
- e) Follow the NIQ Clause **4.3 Financial Proposal.**

ANNEXURE-I

(General Terms & Conditions for e-quotations: 'Quotation value' above ₹ 45.00 Lakh)

1. Eligibility for participation

Bona fide contractors/bidders, Registered Engineers/Labour Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors/bidders of equivalent grade or class, registered with the Union Government / Military Engineering Services / Indian- Railways for execution of civil works are eligible to participate depending on the criteria as laid down below in the subsequent para. Joint venture firms are not eligible to participate in e-quotations.

Note: In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each of the constituent must have at least 10% work credential as well as at least 10% annual turnover from business in preceding 3 years within zone of consideration. Individual constituents of a consortium cannot form another consortium.

2. Participation in more than one serial of work in a e-quotation

Any contractor/bidder may submit bids for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular e-NIT depending on his/her previous work credential and financial capability, details of which have been stated later.

3. A 'Pre-Bid' meeting will be held in the office chamber of the Quotation Inviting Authority on Day 4 or 5 from the date of publication of e-NIT which shall be notified in the e-NIT therein for all works having quotation value more than ₹ 1.00 Crore, in order to acclimatize the prospective contractors/bidders through an interactive open session, reply to their queries, and clear doubts in connection with the e-quoted work/s, if any.

4. Submission of Quotations

4.1 General procedure for submission of e-quotations

Bids are to be submitted on-line through the website/s stated earlier. All the documents uploaded by the Quotation Inviting Authority form an integral part of the quotation contract/ agreement. Contractors/bidders are required to upload the entire set of quotation documents along with other related documents as asked for in the e-quotation through the above website/s within the stipulated date and time as given in the e-NIT. Quotations are to be submitted in two folders at a time for each work, one being 'Technical Proposal' and the other 'Financial Proposal'. The contractor/bidder shall carefully go through all the documents and prepare to upload the scanned documents in Portable Document Formats (PDF) files in the designated link in the web portal as Technical Bid. He/she needs to fill up the rates of items/percentage in the BOQ downloaded for the work in the designated cell and upload the same again in the designated link in the portal as the Financial Bid. Documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Contractors/bidders should especially take note of all the addenda and corrigenda related to the e-quotation and upload all of these documents also as a part of their quotation document.

Documents uploaded by the contractors/bidders with all information & rates comprising Technical bid and Financial bid cannot be changed after last/end date for submission of e-quotation.

4.2 Technical Proposal

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

A. Technical File (under Statutory Cover) containing,

- i. Application for e-Quotation (vide Form-1) (to be submitted in "Forms" folder)
- ii. Quotation Form No. 2911(ii) (to be submitted in "2911" folder)
- iii. Notice Inviting e-Quotation (e-NIT) (to be submitted in "NIQ" folder)
- iv. Earnest Money Deposit (EMD) – Scanned copy of the originals in the form as detailed under clause 5(ii) towards Earnest Money Deposit as prescribed in the e-NIT against each serial of work or Transaction ID/e-payment acknowledgement in case of on-line EMD to be introduced. (to be submitted in "Drafts" folder)
- v. Annual Turnover from business: Profit and loss accounts statement in the prescribed form with annual turnover for last three financial years or during the period since formation of the company/Firm/society, if it was set up in less than three year period. (Vide Form - 2 to be submitted in "Forms" folder)
- vi. Credential Certificate (vide Form- 3 to be submitted in "Forms" folder)
- vii. Declaration of not having common interest in the same serial (vide Form-4 to be submitted in "Forms" folder)
- viii. Drawings, if any. (To be submitted in "Drawings" folder)

ix. Addenda/Corrigenda: If published. (to be submitted in the '**NIQ**' folder merged with e-NIQ already uploaded as pdf file)

NOTES: i. Contractors/bidders are to keep track in the website for all the addenda and corrigenda published for a particular e-quotation and upload all the above digitally signed by him/her along with the quotation. Quotations submitted without addendum/corrigendum are liable to be treated as informal and thereby rejected.

ii. Quotations will be summarily rejected if any of the items in the statutory cover is missing.

B. My Document [OID* Cover] containing:

My Document Format for uploading in OID folder:-

Sl. No.	Folder Name	File Description	Details	Remarks if any
A	Certificates	certificates.pdf 1 certificates.pdf 2 certificates.pdf 3 certificates.pdf 4	1. Professional Tax Challan 2. PAN Card 3. Value Added Tax (VAT) Registration Certificate 4. Latest available I.T Return Receipt	
B	Company Details	companydetails.pdf 1 companydetails.pdf 2 companydetails.pdf 3	1. Proprietorship Firms (Trade Licence) 2. Partnership Firms (Partnership Deed, Trade- Licence, Form-VIII or Memorandum of Registration) 3. Ltd. Companies (Incorporation Certificate, Trade Licence, Memorandum of Articles) 4. Registered Co-operative Societies (Society Registration- Certificate, Trade Licence and By-laws, Documents showing latest office bearers) 5. Consortiums (Form-VIII) or Memorandum and Undertaking	
C	Credential	Credential pdf 1 Credential pdf 2	1. BOQ duly authenticated by issuing authority and work order. 2. Completion Certificates of completed work (If Annual Turn Over is below ₹ 1.00 Crore) 3. Gross bill of 100% completed work including excess and supplementary items not covered in original BOQ authenticated by appropriate authority.	
D	Financial Info	P/L Audited Balance-sheet for year -1.pdf P/L Audited Balance-sheet for year -2.pdf P/L Audited Balance-sheet for year- 3.pdf	Profit & Loss account audited balance sheets with annexure containing Form 3CB with annual Turn Over for last three years within zone of consideration.	

* OID denotes Other Important Documents.

C. i. Certificate/s: (name of the file should be "**certificates.pdf**")

- Professional Tax (PT) deposit challan valid for the current financial year and PAN Card. Application for PAN addressed to the competent authority may also be considered.
- Value Added Tax (VAT) registration certificate. (Non production/non-uploading of this document will result in deduction of VAT as per rules)
- Latest Income Tax Return receipt
- Individual deposit Challan (upto date) of Employees' Provident Fund & Employees' State Insurance Corporation or valid EPF & ESI Registration Certificate.
- 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.
- Service Tax Registration Certificate.

ii. Company Details: (name of file should be "company details.pdf")

- i. Deed of Consortium/partnership firm, and documents for their registration in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata 700001.

In case a contractor/bidder is yet to receive Form No. VIII, a "Memorandum" issued from the above office may also be accepted. However, consortiums submitting the Memorandum are also required to submit an undertaking in plain paper along with their application in Forms 1 & 2 and upload its scanned copies in pdf pledging that "Copy of Form No. VIII would be submitted to the Quotation Inviting Authority before **receiving final payment**, in case found to be the lowest bidder L1 and the work is awarded in its favour. Any change in the constituent of the Consortium/Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of application in the e-quotation and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted. If the Consortium is yet to receive a certified copy of the revised Form No. VIII, it would be required to submit the aforesaid undertaking on-line along with the application.

Note: An affidavit regarding authorized user of DSC for Consortium and a declaration regarding such authorization for Limited companies is required to be submitted on-line with the e-quotation. Scanned copies in pdf file of competent authority are to be submitted, if the power is delegated for signing of bid/s to persons other than the applicant contractor/bidder.

ii. Company Details (for Registered Co-operative Societies only) : (name of file should be "**companydetails.pdf**")

- a. Society Registration certificate from ARCS and By-Laws for Cooperative Societies.
- b. Trade Licence for Proprietorship Firms/ Partnership Firms.
- c. 'Memorandum of Articles' for Limited Companies.
- d. Any other document, showing name with signature of all latest office bearers.

iii. Credential: Scanned copy of work credential issued in favour of the contractor/bidder as detailed under clause 6.

Bill of Quantities (BOQ) along with work order duly authenticated by the competent authority in support of Form-3 submitted under statutory cover (name of file should be "**credential.pdf 1**").

In case of execution of supplementary/substitute supplementary items having values more than 30% of BOQ, final gross value of bill (without *contractual rates*) including such supplementary / substitute supplementary items may be considered to ascertain similarity in nature of work and authenticated copy of such bills may be uploaded, if made available and desired by the bidder (name should be "**credential pdf 2**").

iv. Financial Information

- a. Balance Sheet: Audited Balance Sheet including Profit & loss Accounts of the preceding **3(three)** financial years with auditor's certificate regarding Annual Turnover from business in each financial year. The audited Balance Sheet shall contain Annexure, Form 3CB u/s 44AB of IT Act 1961. Auditor's certificate must contain his/her Membership no./ Registration No. for Audit Firms.

Note: Bidder/Contractor whose Annual Turnover is less than ₹ 1.0 Crore and do not have audited balance sheet of the immediate preceding year during the period of quotation, shall need to submit payment certificates of works obtained from clients for such year in support of Form 2 submitted under Statutory cover above.

If the company was set up less than three years ago, audited balance sheet for the number of years since inception is to be submitted.

- v. Others: Any other documents found necessary.

Note: Failure to submit of any of the above mentioned documents in the e-quotation will render the quotation liable to summarily rejection.

4.3 Financial Proposal

The financial bid should contain the following documents in one cover (folder).

- i. Bill of Quantities (BOQ): The contractor/bidder is to calculate the unit rate per head per day (Considering eight hours duty) considering of Minimum wages plus EPF, ESI, Labour welfare cess as per existing Govt. Rule & service charge with consideration of working period of 365 days from the date of commencement of the work and also appropriate taxes.
- ii. The bidder is to quote the rate 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/bidder).

NOTE:

- a. BOQ without a valid numeric rate at the designated space provided in the BOQ will be rejected outright.
- b. In cases where BOQ has been changed by the Quotation Inviting Authority by way of addendum/corrigendum, contractors/bidders are required to upload the revised BOQ. If bids are submitted prior to the date of publication /uploading of addendum/corrigendum, the contractor/bidder is required to resubmit the bids along with the revised BOQ. If the revised BOQ is not found subsequently during financial evaluation, the bid will be rejected.

5. Quotation Fee and Earnest Money Deposit (EMD)

- i. **Quotation Fees:** Entire set of e-Quotation document is made available free of any cost through the State Government e-quotation portal having URL <https://wbtenders.gov.in> and the Departmental website www.wbiwd.gov.in. In case of off-line quotations (Quotation value below ₹ 5.00 lakh), quotation documents are also available free of cost and also to be available in the Departmental website www.wbiwd.gov.in. No cost for quotation documents shall be charged even during execution of a formal quotation agreement. However, the contractors/bidders may wherever necessary be charged suitably for asking for additional/multiple copies of drawings, specifications, Schedule of Rates of the Circle/s (SoR) etc. and such fee may be suitably determined by the Quotation Inviting Authority as per norms.
- ii. **Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the **Executive Engineer, Teesta Canal Division No.-I, payable at ISLAMPUR**, District Uttar Dinajpur. Payment in any other forms eg: NSC, KVP, cheques etc will not be accepted. EMD shall be collected only in soft copy (scanned copy of the original in pdf) for instruments like Bankers Cheque/Bank Draft/ Deposit Call Receipts etc. In case of deposit of cash/money; it should mandatorily be deposited on-line by the contractors/bidders in the on-line GRIPS to be linked with www.wbiwd.gov.in and implemented very shortly.

In such case, net banking transaction acknowledgement receipt is to be uploaded. No alteration of the scanned copy of EMD submitted with the e-quotation is allowed at any later stage. The L1 bidder shall submit original documents to the Quotation Inviting Authority with his acceptance letter to the Letter of Invitation (LoI). Failure to submit the hard copies including the original instrument of EMD with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the e-quotationing process and appropriate legal action including blacklisting of the contractor/bidder and debaring him/her from participating in any State Govt. quotation for a period of three years may be taken and even DSC may be blocked by the e-quotation cell of this Department to debar his/her further participation in any Departmental quotation during the suspension period. Labour Co-operative Societies and State Government Enterprises viz. Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited and Britannia Engineering Limited are fully exempted from payment of EMD against quotations of the State Government. Finance Department G.O for waiver of EMD is to be uploaded in the 'Drafts' folder under Statutory Cover. These societies/Enterprises, if selected through open e-quotations will however have to furnish requisite Security Deposits (SD) for performance of the work.

In the present system of on-line submission of scanned copy of EMD, the concerned Executive- Engineer, if required by the bank will within 3 working days after being approached in writing with the instrument of EMD by the unsuccessful bidders, release the EMD pledged in his/her favour after opening of technical and financial bids, other than L1 and L2. EMD of L2 bidder is to be released only after issuance of LOI/LOA in favour of L1 within next three working days thereafter.

- a. Upon making fully operational the on-line submission of EMD, the contractors/bidders participating in the e-quotation shall deposit the EMD electronically through their respective internet-banking enabled accounts maintained at any bank into the pooling account opened at designated bank by the Quotation Inviting Authority / State Government.
- b. In case of procurement of documents and depositing of EMD, whenever it is applicable as per Clause 5 (ii), the same may be deposited by the contractors/bidders electronically through their respective internet banking enabled accounts at any bank into the pooling account in the designated bank of the Quotation Inviting Authority / State Government.
- c. In case the contractor/bidder has a net-banking account at the designated bank having pooling account of the State Government, he/she will add these accounts for fund transfer: in case the contractor/bidder has net-banking account in other banks he/she will add these accounts for NEFT/RTGS transfer.
- d. EMD of the contractors/bidders disqualified in the technical evaluation will revert to the respective bidder's accounts without requiring any manual intervention following the same path in which the EMD was transferred from the contractors/bidders bank account to the pooling account electronically once the technical evaluation is electronically processed in the e-quotation portal.

- e. EMD of the technically qualified contractors/bidders other than that of the L1 and L2 contractor/bidder will revert to the respective contractor/bidders' accounts without any manual intervention following the same path in which the EMD was transferred from the contractor's/bidder's bank account to the pooling account electronically once the financial bid evaluation is electronically processed in the e-quotation portal.
- f. The EMD of the L2 bidder will revert to the concerned contractors/bidders account following the same path in which the EMD was transferred from the bidders account from the polling account electronically, once the L1 bidder accepts the LOI and the same is processed electronically.
- g. The EMD of the L1 contractor/bidder of the State Government Departments will automatically get transferred from the pooling account to the State Government under revenue deposit head "8443-00-103-001-07" along with bank particulars of L1 bidder in GRIPS, as soon as the contractor/bidder accepts the LOI and the same is processed electronically in the State Government e-quotation portal.
- h. If less than three financial bids are received, all the EMDs will revert to the respective contractors/bidders account from the pooling account electronically without requiring any manual intervention once the financial bid is processed in the e-quotation portal. If such bidder(s), having participated in the 1st e-quotation of a work which has been cancelled due to insufficient number of participants or otherwise intends to participate in the 2nd e-quotation of the same work (Re-Quotation), they are to submit fresh EMD and EMD submitted earlier has been electronically refunded & not considered.
- i. The EMD will be transferred from the pooling account to the Government Revenue Receipt head "0070-60-800-013-27" through GRIPS, once the EMD of the L1 bidder is transferred in the manner mentioned above.

6. Credential Certificates

- i. Completion Certificates (CC) for 100% completed works during the current year and within last five financial years will only be accepted as valid credential.
- ii. CC should clearly show the name, postal address, (contact Tel. No. and FAX or e-mail ID if issued outside the jurisdiction of the State) of the office and designation of the officer/ authority issuing the CC for the work along with the name of work and amount put to quotation (Quotation Value). Illegible certificates and those having incomplete information may be rejected.
- iii. CC of works executed in the Irrigation & Waterways Directorate will be considered. CC of works executed in other Departments of the State Government/ organizations viz. Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affair Department and other State Government Departments, Zilla Parishads & Panchayat Samities only within the jurisdiction of the State of West Bengal, WBHIDCO, WBSEDCL, WBSETCL, KMDA, KMW&SA, KMC, Other Municipal Authorities and Bodies, HRBC, Engineering Departments of Union Government and Organizations like Farakka Barrage Project (FBP) Authority, Indian Railways, KoPT and companies owned or managed by the Government of West Bengal, i.e. Mackintosh Burn Ltd., Westing-House Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such CC are to be issued by an officer/authority not below the rank of Executive Engineer / Divisional Engineer / District Engineer/Project Manager of the State/Union Government Departments/ Organisations; authorised signatories of CC for Panchayat Samities and Municipalities shall be BDO & Ex-officio Executive Officer and Secretary or equivalent administrative officers respectively. It is desirable to have contact telephone and FAX or e-mail address of the signatory of the CC for all offices outside West Bengal.

Such CC is required to be further countersigned by the immediate superior authority of the issuing authority for all cases other than direct Union Government Departments and Ministries outside the State of West Bengal. Also such certificates when issued in all other States other than those directly of State / Union Government Departments and Indian Railways should contain a declaration that the work has been executed to the satisfaction of the concerned Government Organisation and has been declared 100% complete in all respect by the competent authority in the concerned Organisation.

7. Eligibility criteria

- i. Eligibility of a contractor / bidder based on his/her work credential will be determined as per norms stated below:
- ii. Monetary value of amount put to quotation (i.e. quoted value) without considering contractual rate of the work executed or its final gross Final bill value excluding contractual rate, inclusive of supplementary /substitute supplementary items (to be considered if BOQ is increased by at least 30%) as the case may be, if submitted, will be further multiplied by the following factors to take care of the inflationary effect to arrive at the net national 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 contractors/bidders are participating in a e-quotation for a particular work are such that one happens to have worked as a sub-contractor of the other, and both the contractors/bidders submit work credential of having completed the same job either wholly or partly, then in such case the credential of the principal contractor will be considered while that of the sub-contractor will not be taken into consideration for determining the eligibility criteria of the contractor/bidder towards the e-quotation. If the credentials submitted by hitherto contractors/bidders are for different works, then both the work credentials will be considered towards determining the eligibility criteria of the individual contractors/bidders.

iii. Financial proposal of any contractor/bidder will come under consideration only when both the criteria mentioned below are satisfied and fulfilled.

a. Net notional amount calculated from the Completion Certificate (CC) of a single work during last 5 years issued in favour of the contractor/bidder/agency/Firm/Company/Consortium for a **work of similar nature** (similarity in nature to be ascertained as per the guidelines stated in para 7(iv) should be at least **25%** of the amount put to quotation (i.e Quotation Value) of the work. However, for Consortiums where CC of individual entities of the Consortium are to be considered, sum of net notional work values in the CC of individual entities for **works of similar nature** (one for each entity) aggregate should be at least **75%** of the amount put to quotation,

And,

b. **Annual turnover** from business as stated in clause 4.2 A(v) and in Form-2 should be at **least 20%** of the amount put to quotation of work in which the contractor/bidder/agency/Firm /Company/Consortium intends to participate. However, for Consortiums Annual Turnover of individual entities are to be considered, sum of Annual Turnover from business of such individual entities should be at **least 60%** of the amount of quotation in which the Consortium intends to participate.

c. The Agency having valid certificate of registration under West Bengal **Shops & Establishment Act 1963** from Labour Deptt., Govt of West Bengal.

iv. Guidelines for ascertaining similarity in nature of works

A. Following major items having weightage of **25%** or more in terms of monetary value in respect of amount put to quotation for a work are to be identified and monetary value of each of the major item is to be calculated for any particular work listed in the e-NIT by summing up the associated items of the BOQ coming up under any of the major items as described below:

a. Earthwork (Type A): Earthwork in dry excavation in irrigation canals / drainage channels or in making of embankments on river / sea front / drainage channels / irrigation canals from borrow pit earth or transported earth, by manual / mechanical means including leads, lifts, and disposal / transportation etc.

b. Earthwork (Type B): Earthwork is wet excavation in flowing channels/rivers/reservoirs by barge/pontoon mounted excavators including all leads & lifts and disposal/transportation etc.

c. Brickwork /Boulder Masonry Work: Brickwork/boulder masonry work and cement plaster, excluding brick block pitching and similar works.

d. Concrete work (other than for Buildings & Roads): RCC, PCC of all grades with reinforcement steels of concrete in hydraulic structures (i.e. structures on or across rivers / streams or jhora/ sea fronts/ drainage channels / irrigation canals excluding C.C block pitching / lining works) including Formwork and staging etc complete.

e. Structural Steel works: All types of structural steel works including M.S Sheet piles supply, fabrication, erection / installation etc. complete.

f. Protection work (Type A): C.C blocks / Cement concrete lining/toe walls/boulders of all kind, dry brick pitching / brick block pitching/boulder pitching/loose boulder apron/crated boulder dumping/brick bat dumping for sausage or aprons or under water scour depth filling by boulders / brick bats in geo-bags / nylon crated bags/laying of

inverted filters below pitching (conventional or geo-jute or geo-synthetics) including supply, carriage and laying at site etc complete.

- g. Protection work (Type B): Protection work with bullah and bamboo, porcupine cages / groynes or spurs and marginal embankments or levees, pitching by geo bags or polythene bags or crated polythene bags, including supply, carriage, placing / driving in position at site.
 - h. Road work (Type A): All items related to construction / renovation /improvement of bituminous roads/rigid & concrete pavements etc.
 - i. Road work (Type B): All types of fair weather roads involving use of boulder/brick bats/jhama bats/river bed materials/moorum etc.
 - j. Building works: All items related to brickwork, cement concrete work including reinforcement steel, scaffolding staging and shuttering, plastering, painting and flooring of buildings etc.
- B. Monetary values of each of the major items is to be multiplied by a factor 0.35 to arrive at the financial requirement to match work credential in terms of execution of similar items and to be integrated with column 8 of list of works.
- C. If value of summation of those items contained in the BOQ or gross completed bill value of the CC (excluding contractual rate), related to at least one of the major items stated in the financial requirements at column 8 of the list of works is equal to or exceeds the amount of any one of financial requirements specified at column 8, the CC of that work may be considered as **similar nature of work** subject to fulfilment of the following conditions:
- a. After summation, the value may further be multiplied by the factors stated in the table under clause 7 (ii) to take care of the inflationary factors.
 - b. Whenever credential of individual entities of a Consortium is considered, multiplying factor of 0.35 stated in Clause 7 (iv) (B) should be considered as 0.70 of combined values of the BOQ, or gross combined final values of each of CC of the individual entities satisfy the requirement stated in Clause 7 (iv) C(a) above.

General Note:-

- a. If the items of work contained in e-quotation are such that even after combination and addition of those into categories of major items defined as illustrated in clause 7(iv) (A), due to aggregate amount being less than **25%** of the amount put to quotation, the Quotation Accepting Authority may decide on appropriate major items, one or two from amongst the list of important items and further fix up the financial requirement (monetary value of such items) in terms of execution of similar items in previous works in column No. 8 of the list of works against that particular work.
- b. Credential for Type 'B' earth work may also be considered to ascertain similarity in nature for work involving Type 'A' earthwork but the reverse cannot be considered. Similarly, credentials for Type 'A' protection works may also be considered to ascertain similarity in nature for work involving Type 'B' protection work but not vice-versa.
- c. In case authenticated copy of item wise gross completed bill value is not uploaded for any reason whatsoever, eligibility for similar nature of work will be judged on the basis of items of works in the BOQ.

8. Eligibility criteria for participating in more than one serial of work in an e-NIT

- i. Normally, separate Completion Certificates (CC) of 100% completed works is to be provided for participation in separate works in a particular e-NIT. However, CC for one particular work may be considered as eligible for participation in maximum two numbers of serials, provided requisite work credential i.e financial requirement stated in column 8 of the list of works for two such works (to be arithmetically added for identical major items) satisfies the requirement in all respect from one such CC from the point of view of ascertaining similarity in nature of work.

Example:

- a. Suppose major items of two works in any particular e-quotation is 'earthwork', the financial requirement of earthwork required for both the serials are arithmetically added and the combined amount is less than or equal to the amount of earthwork contained in the CC of one work, the bidder will be eligible for both the works.
- b. Suppose that major item of two works in any particular e-quotation are 'earthwork' and 'concrete work', the financial requirement for the two major items of 'Earthwork' and 'Concrete work' contained in the BOQ of the two serials are less than or equal to the amount of the corresponding items contained in the CC, the bidder becomes eligible for both the works.
- c. i. However, one completion certificate (CC) will be considered for a maximum of two e-quotations.
- ii. Annual turnover should be more than or equal to **20%** of aggregate Quotation Value of works in which the

bidder/contractor/Firm/Consortium intends to participate. However for Consortiums, where Annual Turnover of individual entities of the Consortiums are to be considered, the sum of the Annual Turnover of individual entities should be at least **60%** of the aggregate cost of the amount put to quotation of works in which the Consortium intends to participate.

- iii. Both the conditions stated above in (i) and (ii) are to be simultaneously satisfied.
- iv. Submission of e-Quotations in excess of 50% of total number of works (rounded off to next higher integer) in any particular e-NIT will not be considered.

9. Penalty for suppression / distortion of facts and withdrawal of L1 bidder before acceptance of LOI

If any contractor/bidder fails to produce all the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other document on demand by the Quotation 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/detected/pointed out at any stage of e-quotation process prior to the issue of work order, the Quotation Inviting Authority will immediately bring the matter to the notice of the Quotation Evaluation Committee who upon recommending suitable punitive actions against the bidder will place the matter before the concerned Chief Engineer within 15 days of receipt of the complaint from the Quotation Inviting Authority and the contractor/bidder may be suspended from participating in all future quotations on the e-Quotation platform of I&WD as per approval of the Chief Engineer for a maximum period of 3 (Three) years. In addition, his/her EMD will stand forfeited by the Government. The concerned Chief Engineer then will issue the necessary suspension order in writing with intimation to the defaulting contractor/bidder, other Chief Engineers, Central e-Quotationing Cell and also the Department. Copy of such suspension order should invariably be communicated to the Nodal Officer, e-Governance Cell of the Department with a request to upload the order in the Departmental website. Besides, the Irrigation & Waterways Department may also take appropriate legal actions including blacklisting of the defaulting contractor/bidder and debarring him/her from participating in any State Govt. quotation for a period up to three years and even e-quotation cell of this Department may be advised to block the incumbents DSC in order to debar him/her from participating in any Departmental e-quotation during such suspension period. For e-quotations where such suppression / distortion / falsification is detected at an advanced stage of e-quotation processing, the concerned Chief Engineer will be the deciding authority as to what further necessary actions are to be taken regarding the fate of the e-quotation.

10. Taxes & duties to be borne by the Contractor/bidder

Income Tax, VAT, Sales Tax, Service Tax, Construction Workers' Welfare Cess and similar other statutory levy / Cess will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges.

11. Site inspection prior to submission of quotation

Before submitting a e-quotation, the intending contractor/bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable likely factors and difficulties to be involved in execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. In this connection intending contractors/bidders are advised to attend the 'Pre-Bid' meeting with the Quotation Inviting- Authority on the prefix date to get his/her doubts cleared if he/she desires. He She may also contact the office of the **Executive Engineer, Teesta Canal Division No.-I, Islampur** in between 11.30 hours to 16.30 hours on any working day, prior to the date of actual submission of bid of e-quotation.

12. Conditional and incomplete quotation

Conditional and incomplete quotations are liable to be summary rejected.

13. Opening and evaluation of quotation

13.1 Opening of a Technical Proposal

- i. Technical proposals will be opened by the Quotation Inviting Authority or his authorised representative/s electronically in the official website stated earlier, using their authorised Digital Signature Certificate/s (DSC).
- ii. Technical proposals for those e-quotations whose scanned copies of DD/DCR/BC towards EMD have been uploaded/Acknowledgement of transaction on-line ID scanned copy uploaded by the bidder will only be opened at the 1st instant and then the remaining technical documents should be downloaded by the TIA.
- iii. Intending contractors/bidders may remain present if they so desire.

- iv. Cover (Folder) for Statutory Documents (vide Clause 4.2.A) will be opened /decrypted first and if found in order, Cover (Folder) for OID (vide Clause 4.2.B) will be opened. If there is any deficiency in the Statutory Documents, the e-quotation will summarily be rejected.
- v. Decrypted (transformed into readable format) documents of the OID (Other Important Document) Cover will be decrypted/downloaded and handed over to the Quotation Evaluation Committee.
- vi. Procedure to be followed for opening of a Technical bid is explained later under clause 13.5

13.2 Quotation Evaluation Committee (TEC)

Committees constituted for issuance of quotations to eligible contractors/bidders for high value quotations, vide G.O. No.1496-IA dated 17th September 2004 to be read with corrigenda No.1493-IA dated 21.11.2005, 550-IA dated 02.05.2006 and No.902- SIW dated 05.09.2007 & G.O. No : 03(W)/2015-16, dated. 18.11.2015 of the Secretary to the Govt. of West Bengal, I & W. D. will continue to function as Quotation Evaluation Committee (TEC), for evaluation of Technical Proposals in the e-quotations until further order.

13.3 Uploading of list of technically qualified contractors / bidders in the web portal/s

- i. Pursuant to scrutiny and decision of the Technical Evaluation Committee (TEC), the list of eligible bidders/contractors for a particular serial of work whose financial proposal will be considered will be uploaded in the web portal/s.
- ii. While evaluating, the TEC may summon the contractors/bidders and seek further clarification/information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within a reasonable and stipulated timeframe, their bid will be liable for rejection.

13.4 Opening and evaluation of Financial Proposal

- i. Financial proposals of the bidders/contractors declared technically eligible by the Technical- Evaluation Committee (TEC) will be opened electronically by the Quotation Inviting Authority in the web portal stated above on the pre-notified date and time.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors/ bidders remaining present at that time, else they may login their respective e-quotation accounts to see the (CS) comparative statement in the web portal.
- iii. After opening the financial proposal, the preliminary summary result containing inter-alia, name of contractors/bidders and the rates quoted by them will be uploaded and the result will be made available in the e-quotation web portal platform.
- iv. If the Quotation Accepting Authority (QAA) is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he/she may after having the comparative statement test checked by the Divisional Accountant / Divisional Accounts Officer attached to the office of the concerned Executive Engineer instruct the Quotation- Inviting Authority to upload the final summary result containing the name of contractors/bidders and the rates quoted by them against each work after acceptance of the rate by the QAA.
- v. If there is any scope for lowering down of rates in the opinion of the Quotation Accepting Authority, all the bidders will be notified through the website to attend sealed bid on predetermined date and time to be held in the office of the Quotation Accepting Authority. Open bids are normally not encouraged from the point of view of confidentiality and transparency. However, in exceptional cases, open bid negotiations with only the L1 bidder to lower down the sealed bid rate may be held only by the Quotation Accepting Authority in presence of Quotation Inviting Authority for reasons to be recorded in writing may be required.
- vi. If there is no contractor/bidder or the number of contractors / bidders in the 1st e-quotation is less than three, the e-quotation has to be cancelled. In case of participation of more than three bidders, if the number of technically qualified bidder falls below three, the e-quotation is to be cancelled as well and fresh e-quotation (i.e 2nd e-quotation) may be invited.
- vii. After holding such bids, final result after acceptance of the rate by the Quotation Accepting- Authority would have to be uploaded in the e-quotation website.
- viii. The Quotation Accepting Authority may ask any of the bidders/contractors to submit analysis of rates to justify the rate quoted by that bidder.
- ix. If the lowest bidder/contractor backs out there should be re-quotationing in a transparent and fair manner. In such a situation the QIA may call for Short Notice e-quotation if so justified in the interest of public works and

take decision on the basis of L1 in Re-Quotation or subsequent e-quotation. Penal actions for premature withdrawal by bidder has been stated under clause 9 earlier.

13.5 Procedure to be followed for acceptance of e-quotation

- i. Selection of contractor/bidder should be made on the basis of at least three valid quotations, which shall be opened in presence of their willing agents. If the number of quotations received is less than three, quotation would be cancelled and invited afresh.
- ii. In case of invitation of e-quotations under two-bid system, if the number of contractors /bidders qualified in the technical bid is less than three, quotation would be invited afresh.
- iii. The lowest quotation for all works is accepted as a rule. If for any reason the lowest quotation is not accepted, reference is to be made to the appropriate Government for orders as to which of the contractor /bidder the work should be awarded.
- iv. If the response to an e-Quotation is less than three, then Quotation should be invited afresh. Such Re-Quotation notice shall be published in widely circulated dailies as per guidelines and also through e-Quotation web portals. Prior to invitation of Re-Quotation / fresh e-Quotation, the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting e-Quotation' (e-NIQ) shall have to be reviewed by the Quotation Inviting Authority, to ascertain whether (i) it was too much restrictive, say, specifications and qualifications were fixed at higher standards than required, (ii) advertisements in the widely circulated Newspapers were properly published and (iii) other related procedural matters were observed in its entirety.

14. Acceptance of e-Quotation

Lowest valid rate should normally be accepted. However, the Quotation Accepting Authority does not bind himself/herself to do so and reserves the right to reject any or all the quotations, citing valid reasons and also reserves the right to distribute the work amongst more than one contractor/bidder.

15. Quotation Accepting Authority

As per latest delegation of power order, Quotation Accepting Authority for different quotations is as below:

- i. **For quotations up to ₹ 200.00 lakh plus 5%*** :
Superintending Engineer, Mahananda Barrage Circle
- ii. **For quotations above Rs 200.00 lakh and up to ₹ 400.00 lakh:** Under own of power Chief Engineer Teesta Barrage Project.
- iii. **Above ₹ 400.00 lakh and up to any limit :** Chief Engineer Teesta Barrage Project with approval of Government Appointed Quotation Acceptance Committee.(DT.C)

*** Procedure to be followed in terms of Departmental Notification No. 03-(W)/2015-16 dated 18.11.2015. & No 05-(W)/2015-16 dated 20.11.2015.**

16. Execution of formal quotation agreement after acceptance of e-quotation

The contractor/bidder, whose quotation is approved for acceptance, shall within 15 days of the receipt of Letter of Invitation (LOI) or Letter of Acceptance (LOA) in his / her favour, will have to execute a 'Formal Agreement' with the Quotation Accepting Authority in quadruplicate in W.B.F. No 2911(ii) and all other documents, entire sets may be obtained free of cost from the office of the **Executive Engineer Teesta Canal Division No.-I.**

17. Refund of EMD of all unsuccessful bidder(s)

- i. In the present system of e-quotation, only L1 bidder is required to submit the EMD in original form after receipt of LOA. Rest of the bidders are required only to upload scanned copies of instrument of EMD in e-quotation. However, most banks demand acquaintance of the Executive- Engineer to whom the EMD are pledged, which should be done promptly by the Executive- Engineer within 3 working days after being approached in writing by an unsuccessful bidder, with the instrument.
- a. EMD of the contractors/bidders disqualified in the technical evaluation will revert to the respective bidder's accounts without requiring any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically once the technical evaluation is electronically processed in the e-quotation portal.
- b. EMD of the technically qualified contractors/bidders other than that of the L1 and L2 will revert to the respective contractor's/bidder's account without any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically once the financial bid evaluation is electronically processed in the e-quotation portal.

- c. EMD of the L2 contractor/bidder will revert to the respective contractor's/bidder's account following the same path in which the EMD was transferred from the contractor's/bidder's account from the pooling account electronically, once the L1 contractor/bidder accepts the LOI/LOA and the same are processed electronically.
Till such commencement of on-line EMD processing, the hard copies pledged in favour of Executive Engineer would require acquaintance from him/her as per banks mandate.

18. Payment against bills raised by the contractor

The payment of Running Account as well as final bill for any work based on progress and performance will be made according to availability of fund and no claim due to delay in payment will be entertained.

19. Bid Validity

The Bid will be valid for **120 days** from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the TIA, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

20. Withdrawal of Quotation

Withdrawal of e-Quotation once the bid has been submitted online and after passing of end date for submission and has been accepted for further processing, is not allowed. EMD will be forfeited by the Government and the bidder/contractor penalised in terms of Clause 5(ii) and clause 9 referred earlier would be applicable.

21. Modification of standard e-NIQ format for works of quotation value beyond ₹ 5.00 crore

For high value e-quotations beyond and above quotation value (i.e amount put to quotation) of ₹ 5.00 crore, the instant standard e-NIT format may be suitably modified by the concerned Chief- Engineer, if required, with the approval of Departmental Quotation Committee (DTC), provided such modifications are in no way and manner contrary to the orders and spirit of guidelines and orders of Finance Department & I & W Department.

22. Schedule of dates of e-Quotation

Sl. No	Activity	Date & Time	Remarks
1.	e-quotation Publishing Date & Time	28.07.16 at 17.30 Hrs	To be made available with the e-NIQ in the website
2.	Document Download start Date & Time	28.07.16 at 18.00 Hrs	
4.	Bid submission start Date & Time	28.07.16 at 18.30 Hrs	
5.	Document Download end Date & Time	05.08.16 at 17.30 Hrs	
6.	Bid submission end Date & Time	05.08.16 at 17.30 Hrs	
7.	Technical Bid opening date	08.08.16 at 12.30 Hrs	
9.	Uploaded of list of Technically qualified bidders	To be decided by QIA	
10.	Financial Bid opening date	-do-	
11.	Uploading of Financial Bid evaluation sheet	To be decided by QAA	
12.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-	
13.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

Note :- In case of any unprecedented "bundh" schedule for quotationing procedure will automatically be deferred to the next working day.

*QIA: e-Quotation Inviting Authority

*QAA: e-Quotation Accepting Authority

Sd/ S. Chattopadhyay
Superintending Engineer
Mahananda Barrage Circle

ANNEXURE-II

Additional Terms & Conditions

1. The Executive Engineer of the concerned Division will be the Engineer-in-Charge in respect of the quotation contract and all correspondences concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended 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 also approved by him. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer/Section Officer (SAE) 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 relating to specification and work, the decision of Engineer-in-Charge shall be final and binding. The Engineer-in-Charge will however invariably take all decisions relating to quotation contract only after consultation with the Quotation Accepting Authority.
2. Acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders will rest with the Quotation Accepting Authority without assigning reason thereof to the bidder. The accepting authority reserves the right to reject any or all quotations without assigning any reason thereof to the bidder/contractor.
3. The Contractor/bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970 including its revisions (b) Minimum Wages Act 1948 and the modification thereof or any other laws relating thereto as will be in force from time to time.
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. Imposition of any duty / tax / Service Tax etc. whatsoever of its nature (after work order / commencement and before final completion of the work) is to be borne by the contractor/bidder. Original challan of those materials, which are procured by the bidder, may be asked to be submitted for verification.
6. Cess @ 1% of the cost of construction works shall be deducted from the Gross value of all works 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 / Dy. Labour Commissioner of the region.
7. 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.
8. 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.
9. Income tax, Sales tax/Vat, Service Tax and all other incidental charges will have to be borne by the contractor as per existing rule.
12. Quotationers who will resort to canvassing is liable to be rejected.
13. 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.
14. Anything not considered in this NIQ regarding engagement of Private Security and wages & benefits thereof will be dealt with the prevailing orders of 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 Barrage Colony, Islampur, P.S. Islampur, Dist. Uttar Dinajpur against theft, pilferage, loss and sabotage round the clock.
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, Bungalow, Field Hostel within the entire Teesta Barrage Colony, Tinbatti and at Tail Regulator Gates at 25.640 Km of T.M.L.C. . 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.

11. 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.
12. 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.
13. 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.
14. 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 fully 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 quotationer 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 for a period of 365 (Three hundred and sixty five) days and which may be extended suitably if required on consideration of prevailing rules 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.
27. All queries and disputes arising out of the works quotation contract is to be brought to the notice of the Chairman of the 'Department Dispute Redressal Committee' in writing for decision within 15 days.
29. Additional E.M.D. may have to be deposited if the E.M.D. falls short.
30. The responsibility for ESI, EPF, Bonus as applicable for the security personnel to be provided by the Security Service Agency will be shouldered by the agency supplying/ engaging the personnel. Therefore, the rate to be quoted by the agency in response to the Notice Inviting Quotation for security service may include, besides the minimum wage, a part of the contribution to ESI, EPF etc. to be made by the security agency as its statutory obligation as employer of the security personnel.

Sd/ S. Chattopadhyay
Superintending Engineer
Mahananda Barrage Circle

Copy with enclosure forwarded for information and taking necessary action for wide publication to the:-

01.	Chief Engineer, Teesta Barrage Project, Teesta Sech Bhawan, 2 nd Mile Sevoke Road, Siliguri.
02.	Superintending Engr., Teesta Barrage Circle, Teesta Sech Bhawan, 2 nd Mile Sevoke Rd.Siliguri.
03.	Superintending Engineer, Teesta Canal Circle, Karnajhora, Raigang.
04.	Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbattimore, Siliguri.
05	Superintending Engineer North East Irrigation Circle –I, Club Road, Jalpiguri.
06	Superintending Engineer North East Irrigation Circle –II, Club Road, Jalpiguri.
07	Nodal officer of e-Quotationing. Irrigation & Waterways Department Jalsampad Bhawan, 7th Floor, Salt Lake City, Kolkata-700091 with the request to upload this NIT in the Departmental website: wbiwd.gov.in (Sent to the e-mail : dvcsc6816@gmail.com /irrigationhelpdesk@gmail.com)
08/11	Executive Engineer, Mahananda Barrage Division/ Mahananda Canal Division/Teesta Canal Division.-I, Teesta Canal Division.-II.
12.	Notice Board.

Encl.:-

- 1) Form – 1, Application for Quotation.
- 2) Form– 2, Yearly Turn over certificate
- 3) Form -3, Completion Certificate(100% Physical)
- 4) Form- 4, Declaration against Common interest.

Sd/ S. Chattopadhyay

Superintending Engineer
Mahananda Barrage Circle

FORM 1 (Modified)

APPLICATION FOR e-QUOTATION

To
The Superintending Engineer
Mahananda Barrage Circle

E-Quotation No:- WBIW/SE/MBC/NIQ-02(e)/2016-17

Serial No. of Works applied for :- (1)

Dear Sir,

Having examined the Statutory, Non statutory & e-NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the works as per e-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 Bidder / Contractor: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids
for & on behalf of (Name of Firm): _____
(In block Capital letters or typed)

Office address with seal if any :

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

FORM 2 (Modified)

Certificate regarding Summary Statement of Annual Turn Over

This is to certify that the following statement is the summary of the audited Balance Sheet arrived in favour of for the three consecutive financial 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	Annual Turn Over rounded up to in Rupees lakh (two digits after decimal)	
1.	2013-14		
2.	2014 -15		
3.	2015 -16		
Total			

Average Annual Turnover (in Lakh of Rupees):

Note:

1. Year proceeding the current financial year is to be considered as Year-1.
2. Average annual turnover is to be expressed in lakh of Rupees rounded off to two digits after decimal.
3. Average annual 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.

Date & Place:

Signature of the bidder/contractor with date & seal if any

FORM – 3 (Modified)

Completion Certificate (100% Physical Completion)

1. Name of the work :
2. Name of client :
3. Amount put to quotation :
4. Contractual Rate :
5. Whether the work was divided between / among more than one contractor, (write Y / N) :

If yes, mention the percentage of such division (i.e 50% or 33.33% or 25%)
6. Date of commencement :
7. Date of completion as per work order :
8. Actual date of completion :
9. Final gross 100% value of the bill without contractual rate (if the final bill is prepared, otherwise mention N.A) :
10. Attach copy of work order & BOQ :

Write 'attached'

11. Attach copy of final gross 100% bill value (item-wise) if supplementary and / or substitute supplementary of more than 30% of the amount of BOQ crops up during execution and those supplementary / substitute supplementary items [If intended to be cited by the bidder to establish similar nature of work credential] : Write 'attached or N.A'

Signature of the contractor/bidder
with date and seal if any

Signature of the issuing authority
with date and seal

FORM – 4

Declaration against Common Interest

Ref:- e-NIQ No. WBIW/SE/MBC/NIQ-02(e)/2016-17

e-Quotation ID No.

I/We, Sri/Smt. _____, the authorized signatory on behalf of _____ do hereby affirm that I/We/any of the member of _____ bidding against e-NIQ No. _____ do not have any common interest either as a partner or any Partnership Firm / Consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date & Place:

Signature of contractor/bidder
with official seal if any