



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER
PURULIA IRRIGATION DIVISION
BHATBANDH IRRIGATION COLONY
P.O. & DIST.-PURULIA

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NOTICE INVITING QUOTATION

Notice Inviting Quotation No.- WBIW/EE/PID/e-NIQ-01/2016-17

Memo No.:-1924/e-Q

Dated:-12-08-16

Separate quotation are invited by the **Executive Engineer, Purulia Irrigation Division** on behalf of the Governor of West Bengal through electronic tendering (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 tender are to log on to the website 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://wbtenders.gov.in> for the tender. The tender can be searched by typing WBIW/EE in the search engine provided in the website.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt 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.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below under “General terms and conditions and information”.

Last date & time of submission of bids online is 27/08/2016 up to 17.00 Hrs.

The intending bidder must read the terms and conditions of the NIT 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, Form 2911, BOQ, Corrigendum etc and Drawings if any, shall form part of the tender document.

LIST OF WORKS

N.I.Q No – WBIW/EE/PID/PRL/NIQ-01(e)/2016-17

Memo No- 1924 /EE/PID/e-Q

Date-12/08/2016

SI no	Name of Work	Quoted Rate (Rs)	Time allowed for Completion	Source of fund	Earnest Money	Time of Gaurding	Number of Gaurds & Supervisor	
1	2	3	4	5	6	7	8	9
01	Guarding arrangement by Private Security Guards in Bhatbandh Irrigation Colony, and Patloi Irrigation Scheme under Purulia irrigation Division.	As per bidder	One Year from the date of Contract	Non Plan	Rs 40000.00 (Forty thousand only)	i) Gaurds		For Bhatbandh Irrigation Colony
						a) 6 A.M to 2 P.M	2	
						b) 2 P.M to 10 P.M	2	
						c) 10 P.M to 6 A.M	5	
						ii) Supervisor	1	
						i) Gaurds		
						a) 6 A.M to 2 P.M	1	
						b) 2 P.M to 10 P.M	1	
						c) 10 P.M to 6 A.M	2	

(*) For Consortiums, criteria to be followed as per clause 6 of General Terms and Conditions and information.

General Terms and Conditions and Information

1. Eligibility for participation :

Bona fide contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate depending on the criteria as detailed below. **Joint venture firms are not eligible to participate.**

(In case of consortiums, maximum no of constituents shall be restricted to 5 (five) and each constituent must have at least some credential towards contracting business. Individual constituent of a consortium cannot be another consortium)

2. Participation in more than one work :

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

3. Submission of Tenders

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 tender, 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/percentage 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 tender and upload the latest documents as part of the tender.

3.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing,

- i. Application for Quotation (Vide Form-1) (to be submitted in "Forms" folder)
- ii. Additional Terms & Conditions (to be submitted in "Terms " folder)
- iii. Notice Inviting Quotation(NIQ) (to be submitted in "NIQ" folder)
- iv. Quotation Cost and Earnest Money Deposit – Scanned copy of costs in the forms as detailed later separately towards cost of tender papers and Earnest Money Deposit as prescribed in the NIQ, against each serial of work.(to be submitted in "Drafts" folder)
- v. Declaration of not having common interest in the same serial (Vide Form-2). (to be submitted in "Forms" folder)
- vi. Drawings if any. (to be submitted in "Drawings" folder)

Note: Quotation's 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 Chalan 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)
- 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 & Non-Trading Corporations having office at P-15 India Exchange Place Extn, Todi Mansion, 10th Floor, Kolkata 700001. In cases where the applicant is yet to receive the copy of Form 8, a "Memorandum" issued from the above office may be accepted however in such cases the applicant is to submit an undertaking in plain paper along with the application pledging that "Copy of Form 8 would be submitted to the Tender Accepting Authority before receiving final payment in case he is found lowest and the work is awarded to him." 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 undertaking along with the application.

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

- 2) Trade Licence for Proprietorship Firms.
- 3) Memorandum of Articles for Limited Companies.
- iv. Company Details (for Co-op 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 "corrigendm.pdf")

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

- vi. Others: Any other documents found necessary

NOTE : Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.

3.3 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 (percentage above or below) 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. *BOQ without a valid numeric rate at the space provided in the BOQ will be rejected. Contractors willing to quote “at-par” shall need to write “0” at the space provided for rate in the BOQ.*
2. *In cases where BOQ has been changed by the Tender 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 Quotation Cost & Earnest Money Deposit.

- i. **Mode of Payment:** Cost towards Quotation paper & 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 & having branch in the state of West Bengal and drawn in favour of Executive Engineer Purulia Irrigation Division payable at Purulia ,Payment in any other form eg: NSC, KVP etc will not be accepted. However the process of making payment and depositing the same through Government Receipt Portal System (GRIPS) is being initiated, which will be notified separately.
- ii. **Place of submission:** The original copies of the DD/BC/DCR, towards Tender cost & Earnest Money Deposit should be submitted in a sealed envelope in the Office of the Executive Engineer, Purulia Irrigation Division at Purulia (NIQ No & the date and time of opening of the Technical bid should be clearly super scribe on the envelope)
- iii. **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:

1. *If the bidder having submitted the bids online fails to submit the original copies of EMD & Quotation cost within the due date and time, his bid will be rejected during Technical Bid Opening.*
2. *If such bidder(s), having participated in the 1st call of a work, which has been cancelled due to insufficient no of participants or otherwise, intends to participate in the 2nd call of the same work, they need not submit fresh tender fee and tender fee submitted earlier will be considered. However they are to submit fresh Earnest Money Deposit and EMD submitted earlier will be refunded & not considered.*

5. Credential Certificate

- i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted as credential.
- ii. 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.

- iii. Completion Certificate of work executed in Irrigation & Waterways Department will be considered. Completion Certificate of works executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads & Panchayet Samities, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Other Municipal Authorities, Local Panchayet Bodies, Hooghly River Bridge Commissioner (HRBC), , Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & 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 / Organisations. Such certificates are further to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways. Also such certificates when being issued by other than direct State / Central Government Departments and Railways should 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 concerned Department.

6. Eligibility criteria

- i. Eligibility of agency based on work credential will be calculated as per norms stated in the quotation. While determining the eligibility criteria, the “Amount put to quotation” of the work executed by the bidder will be considered towards calculation of the work credential.
- ii. 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 quotation 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 quotation. 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)** for 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.

7. Eligibility criteria for participating in more than one tender in a NIQ

- i. Submission of tenders by one single bidder in excess of 50% of the no of works in any particular NIQ will not be considered.
- ii. 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 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 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 Quotation 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 quotation.

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.

10. Site inspection before submission of tender

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 likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending quotationers may contact the office of the Executive Engineer, Purulia Irrigation Division between 11.30 hours to 16.30 hours on any working day prior to date of submission of quotations.

11. Conditional and incomplete tender

Conditional and incomplete quotations are liable to summary rejection.

12. Opening and evaluation of quotation

12.1 Opening of Technical Proposal

- i. Technical proposals will be opened by the Quotation 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 quotation will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Quotation Evaluation Authority.

12.2 Tender Evaluation Authority (TEA)

Authority to whom power has been delegated to accept quotations as per Departmental Notification No 01-IWB dated 19th July 2012 will function as the Quotation 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 bidders 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 Purulia Irrigation Division.

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 time frame, their proposals will be liable for rejection.

12.4 Opening and evaluation of Financial Proposal

- i. Financial proposals of the bidders declared technically eligible by the Quotation Evaluation Authority will be opened electronically by the Quotation 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 bidders 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 Quotation 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 Quotation 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 Quotation Accepting Authority, all the bidders will be notified through the website to attend either sealed bid or sealed bid followed by open bid if felt necessary by the Quotation Accepting 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 Quotation Accepting Authority would have to be uploaded in the web portal.
- viii. The Quotation 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 quotation.

- a. If there is no bidder or the number of bidder in the 1st call is less than four (4), the quotation has to be cancelled. In case of participation of more than four (4) bidders, technical evaluation is to be done and if the number of technically qualified bidder is less than four (4), the quotation has also to be cancelled.
- b. Fresh quotation 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. However extension of bid validity may be considered if required, subject to written confirmation of the bidder(s) to that effect

14. Acceptance of Quotation

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 I&WD Tender Accepting Authority for different quotations rate to be approved by the concerned Superintending Engineer then to be accepted by Executive Engineer, Purulia Irrigation Division.

14.2 Execution of Formal tender 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 Quotation Accepting Authority in quadruplicate copies in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer, Purulia Irrigation Division. During making "Formal Agreement" the successful bidder is required to submit fresh quotation cost for the duplicate copy of the quotation only while all other copies will be provided free of cost.

15. Return of Earnest Money of the unsuccessful tenderer(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, Purulia Irrigation Division, giving the reference to the work, NIQ No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all tenderers other than the lowest tenderer 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.

16. 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.

17. Withdrawal of Bids

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

18. Schedule of Dates for e-Quotation

Sl no	Activity	Date & Time
1.	Publishing Date	12/08/2016 at 16.00 Hrs
2.	Document Download start date	12/08/2016 at 16.00 Hrs
3.	Bid submission start date	12/08/2016 at 17.00 Hrs
4.	Last date of downloading of documents	27/08/2016 at 16.00 Hrs
5.	Last date of online bid submission	27/08/2016 up to 17.00 Hrs
6.	Last date physical submission of EMD and Tender cost	N/A
7.	Technical Bid opening date	29/08/2016 at 12.00 Hrs
8.	Uploading of preliminary list of technically qualified bidders	To be notified Later
9.	Uploading of final list of technically qualified bidder	To be notified Later
10.	Financial Bid opening date	To be notified Later
11.	Uploading of Financial Bid evaluation sheet	To be notified Later

Additional Terms and 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 matter shall be valid only if made by the Engineer-in-charge. If any correspondence of above Quotation is made with Officer other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless requests are sent to the Engineer-in-charge and approved by him. The instruction given by the SDO and 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 acceptances of the quotation including the right to distribute the work between two or amongst more than two bidder will rest with the quotation accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all Quotations without assigning any reason thereof.
3. The bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules 1970 (b) Minimum wages act 1948 or the modifications thereof or any other law relating thereto as will be in force from time to time.
4. Imposition of any duty/tax/royalty etc. (Except service tax) 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.
5. Cess @ 1 % of the cost of construction works shall be deducted from the gross value of the bill in terms of Finance Dept. order No. 853-F dated 01.02.2006, if applicable. Also it is instructed to register his Establishment under the Act, under the competent Authority, i.e. assistant Labour Commissioner/ Dy. Labour Commissioner of the region concerned.
6. No compensation for idle labour , establishment charge or any other reason such as variation of price index etc. will be entertained.
7. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the workman's compensation Act. etc. He must deal with such cases as promptly as possible.
8. Quotationers who will resort to canvassing are liable to be rejected.
9. To ensure the payment to the Security Guard & Supervisor with the minimum wages rate including **EPF & MP Act 1952 & ESI** as per rule, no compromise would be allowed regarding the payment of minimum wage rate and EPF & ESI.

Special Terms and Conditions

1. Protection of Patloi Irrigation Scheme Camp office/Go down/Office building of Bhatbandh Irrigation Colony/Inspection Bunlow/residential complex, stores including all properties against theft, pilferage, loss and sabotage round the clock.
2. Any unknown person/new person/vehicle not acquainted with the security guards are not authorized to enter the office buildings/colony, may be allowed through the gates stipulated by the Engineer-in-charge subject to verification with the due details & entry in the register of security personnel to be maintained at the gates by the agency.
3. To check the incoming and outgoing store/site materials and also to allow the movement of such materials through the gates stipulated by the Engineer-in-charge/concerned S.D.O verification of materials against valid /authorized gate pass /challan/documents is to be made by the Agency. Maintenance of the vehicle movements register(s) duly authenticated by the concerned 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(s) is liable to be produced to concerned SDO or his authorized representative.
4. To ensure effective protection within the entire premises as described above, night patrolling is to be performed vigorously, for the entire office building/residential complex.
5. The agency will be entirely responsible for ensuring round the clock manning for guarding at every entry/exit point of the entire premises including roster patrolling thereof as directed by the Engineer-in-charge in special / abnormal cases. Any **absence** in duty as mentioned is 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 absence in duty if observed and no measures, If taken by the agency in spite of reminder made in this respect, the agency will be liable for imposition of penalty as deem fit by the Engineer-in-charge and decision by the Engineer-in-charge is final and binding in this respect to avoid repetition of laxity in performance of duty.
6. Disqualification of any guard will bar him to be engaged for duty.
7. 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 not found in his duty location or found to be engaged in gossiping with outsider during duty hours.
 - iii) If any complained is lodged against a particular guard for immoral/illegal/irresponsible activities.
8. 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.
9. The agency shall be responsible for paying the security guards deployed **as per Minimum Wages Act and should not violet the provision** as contained in various enactment viz. Contract labour (Regulation & abolition) industrial Dispute Act, Payment of wages Act and all other relevant acts in force.
10. The Department will not compensate for any overtime duty 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.
11. The successful quotationers are liable to execute the maintain personal insurance of the security guards to be deployed.
12. The agency is not permitted to sublet or assign any portion/entire portion/ of the contract to any other person /firm in that case his contract made with the Engineer-in-charge is liable to be cancelled.

13. **The contractor is liable to indemnify of the department/residents against losses or damages cost 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.**
14. The Department reserves the right to recover the part or whole of any outstanding claim of the department against the contractor from the security money or any outstanding bill.
15. The nos. of security personnel to be required is provisional and may be changed as per requirement of 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 entertained.
16. Time of guarding and number of guards in a particular time of guarding may be changed by the competent authority, keeping the total number of guards unchanged in a day.
17. Guards have to sign on an attendance register before joining the duty and at the time of leaving the duty.
18. Minimum number of duties and maximum number of duties in a month will be 25 and 35 respectively by any security personnel.
19. Duty with-out full uniform or any negligence in duty will be treated as absent, and no payment will be allowed for that duty to the concern security personnel. The colour of the dress is to be decided by the Executive Engineer, Purulia Irrigation Division which will be intimated later.
20. Security personnel, doing night duty, must have to blow whistle in every hours, or as per the direction of the Officer-in-Charge.
21. The security personnel have to reside within two kilo meter of place of posting and in case of any untoward incident all personnel must report immediately when called for.
22. The person engaged in night shift, must not continue in next shift.
23. 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 measures if established after proper enquiry by the competent authority if needed by 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 be final and binding.
24. 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.
25. The Engineer-in-charge of the work/DDO may ask to submit the documentary evidences in support of payment **minimum wages, EPF, bonuses** which are statutory obligation of the employer of security personnel at any time/before making payment of bills.

FORM 1

APPLICATION FOR TENDER

(To be typed in company letter pad, scanned and uploaded)

To
The Executive Engineer
..... **Division**

Tender No:-

Serial No of Work applied for :-

Amount put to tender : Rs

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per Tender no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 201____

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids
For & on behalf of (Name of Firm): _____
(In block capitals)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

FORM – 2

Declaration against Common Interest

(To be typed in company letter pad, scanned and uploaded)

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. Sl. No.do not have any common interest either as a partner on 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:

Signature of bidder

Memo No. 1924/EE/PID/e-Q

Date: - 12/08/2016

Copy forwarded for information and wide circulation through the office notice board to the :-

- I) Chief Engineer South & Budget, Irrigation & Waterways Directorate, Jalsampad Bhawan, Salt Lake City, Kolkata-91, for information.
- II) Chief Engineer West, Irrigation & Waterways Directorate, Burdwan..
- III) District Magistrate, Purulia
- IV) O.S.D(S.E),I & W Directorate, Bhatbandh Irrigation Colony, Ranchi Road, Purulia.
- V) Executive Engineer, Purulia Construction Division (Irrigation), Ranchi Road, Purulia.
- VI) Executive Engineer, Purulia Investigation & Planning Division, Purulia.
- VII) District Informatics Officer, NIC, Purulia with request to publish the NIT through official website of Purulia District.
- VIII) Notice Board / Estimator / Head Clerk of Purulia Irrigation Division, Purulia.

N.B.:- The quotation forms and other details can be obtained from the departmental website www.wbiwd.gov.in and <https://wbtenders.gov.in> .

Executive Engineer
Purulia Irrigation Division