



**GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER
PURULIA INVESTIGATION & PLANNING DIVISION
BHATBANDH IRRIGATION COLONY
P.O.& DIST.-PURULIA
E-mail-pipd.irrigation@gmail.com**

NOTICE INVITING E- QUOTATION

Notice Inviting e- Quotation No:- WBIW/EE/PUAPWI001/e-NIQ-03/2016-17

(3rd call of NIQ NO-01/EE/PIPD/2016-17)

Memo No.:-e-Q/ESTI-4/1001

Dated:- 22-09-16

Separate quotations are invited by the **Executive Engineer, Purulia Investigation & Planning 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 e-quotation 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 e-quotation. The quotation 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-quotationing are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India. (viz. NIC, n Code Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

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

Last date & time of submission of bids online is 01/10/2016 up to 17.30 Hrs.

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

All information posted on the website consisting of e-NIQ and related documents, WB Form 2911, BOQ, Corrigendum and Drawings etc. if any, shall form part of the e-quotation document.

LIST OF WORKS

**Notice Inviting e- Quotation No – WBIW/EE/PUAPWI001/e-NIQ-03/2016-17
(3rd call of NIQ NO-01/EE/PIPD/2016-17)**

Memo No-e-Q/ESTI-4/1001

Date-22/09/2016

Sl no	Name of Work	Quoted Rate (Rs)	Time allowed for Completion	Earnest Money (Rs.)	Time of Guarding	Number of Guards /day	Eligibility of Contractor
1	2	3	4	5	6	7	8
01	Temporary guarding arrangement by private Security Guards in Tatko Dam & Spillway	As per bidder	One Year	30000.00 (Thirty thousand only)	a) 6 A.M to 2 P.M	Two nos.-Without Arms	Bonafide Contractors/ Bidders having sufficient experience for execution of similar nature of work within last 5 years.
					b) 2 P.M to 10 P.M	Two nos.-Without Arms	
					c) 10 P.M to 6 A.M	One no.-Without Arms One no-With Arms(Gun)	
02	Temporary guarding arrangement by private Security Guards in Lipania Dam & Spillway	As per bidder	One Year	30000.00 (Thirty thousand only)	a) 6 A.M to 2 P.M	Two nos.-Without Arms	
					b) 2 P.M to 10 P.M	Two nos.-Without Arms	
					c) 10 P.M to 6 A.M	One no.-Without Arms One no-With Arms(Gun)	

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

Note:-a) It is mandatory to maintain minimum wages of the staff in accordance with the minimum rates of wages published by the Joint Labour Commissioner, West Bengal.

b) The rate of Security Guard (ordinary) & Security Supervisor means Un-Skilled labour and Semi-Skilled labour. To arrive at 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 also.

c) Follow the NIQ clause 3.3 Financial Proposal.

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

3. Submission of e-Quotations

3.1 General process of submission

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

3.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing,

- i. Application for e-Quotation (*Vide Form-1*) (to be submitted in "Forms" folder)
- ii. Additional Terms & Conditions (to be submitted in "Terms " folder)
- iii. Notice Inviting Quotation(e-NIQ) (to be submitted in "NIQ" folder)
- iv. Earnest Money Deposit – Scanned copy of Earnest Money Deposit as prescribed in the e-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: e- 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)
 - 3) Individual deposit challan (up to date) of Employees Provident Fund & Employees State Insurance Corporation.
 - 4) Licence to engage in the business of Private Security Agency valid up to date of opening of the Quotation. Licence issued from Joint Secretary, Home Department, Govt. of West Bengal.
 - 5) Valid Trade Licence of running business.
 - 6) Valid EPF & ESI Registration Certificate.
- 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 Quotation 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 quotation 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 quotation liable to summary rejection.

3.3 Financial Proposal

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

Bill of Quantities (BOQ):

- i) **The Bidder strictly follow the Circular No.04/Star/2RW/32/94/LCS/JLC, dated 05/01/2016 of Joint Labour Commissioner, West Bengal for calculate the unit rate.**
- ii) **The bidder shall calculate the unit rate per head per day(considering eight hours duty) considering minimum wages plus EPF, ESI, Labour Welfare Cess as per existing Govt. rule & Service charge.**
- iii) **The bidder shall quote the rate online through computer in the space marked for quoting rate in the BOQ.**
- iv) **The bidder (Technically qualified) has to submit the hard copy (off line) of the Analysis of his quotation in their letter head signed by authorised person.**
- v) **Unit rate should be quoted excluding service tax which will be payable as per existing Govt. rule.**

NOTE:

1. *BOQ without a valid numeric rate at the space provided in the BOQ will be rejected.*
2. *In cases where BOQ has been changed by the Quotation inviting authority by way of corrigendum, bidders are to upload the revised BOQ. If bid is submitted prior to the date of corrigendum, the bidder is to resubmit the bid along with the revised BOQ. If revised BOQ is not found during financial evaluation the bid will be rejected.*

4. Submission of original copies of Earnest Money Deposit.

- i. **Mode of Payment:** Cost towards 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 Investigation & Planning 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 Earnest Money Deposit should be submitted in a sealed envelope in the Office of the Executive Engineer, Purulia Investigation & Planning Division at Purulia (e-NIQ No & the date and time of opening of the Technical bid should be clearly super scribe on the envelope)

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. Monetary value (Amount put to quotation) 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.

7. Eligibility criteria for participating in more than one quotation in a e-NIQ

- i. Submission of quotations by one single bidder in excess of 50% of the no. of works in any particular e-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 e-NIQ. 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 quotationer 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 Quotation 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 quotations where such suppression / distortion / falsification is detected at an advanced stage of quotation 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 quotation

Before submitting any quotation, the intending quotationers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation, communication facilities, climate conditions, 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 Investigation & Planning Division between 11.30 hours to 16.30 hours on any working day prior to date of submission of quotations.

11. Conditional and incomplete quotation

Conditional and incomplete quotations are liable to summary rejection.

12. Opening and evaluation of 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 Quotation Evaluation Authority (QEA)

Quotation evaluation authority forwarded to the competent authority for acceptance as per department's rule.

12.3 Uploading of list of technically qualified quotationers

- i. Pursuant to scrutiny and decision of the Quotation Evaluation Authority (QEA) 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 Quotation 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 four (4), 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

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

14.1 Quotation Accepting Authority

Quotation Accepting Authority for this quotation is Officer-On-Special Duty (Superintending Engineer), I & W Dte. Purulia.

14.2 Execution of formal agreement after acceptance of quotation

The bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, have to execute 'Formal Agreement' with the Quotation Inviting Authority in duplicate copies with free of cost from the office of the Executive Engineer, Purulia Investigation & Planning Division.

15. Return of Earnest Money of the unsuccessful quotationer(s)

For return of the Earnest Money of the unsuccessful quotationer(s), he/she/they is/are to apply for the same to The Executive Engineer, Purulia Investigation & Planning Division, giving the reference to the work, e-NIQ No., Date of Quotation, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all quotationers other than the lowest quotationer in each case may be refunded, after acceptance of the rate in comparative statement or immediately after expiry of seven days from the date of final bid, whichever is earlier.

16. Payment

- i) 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.
- ii) In terms of 736-F(Y) dated 10/02/2015, the LOC system for execution of works has been discontinued and w. e. f 01/04/2015 the works Division are under ambit of Treasury Payment system through e- Pradan & e-Billing module of IFMS. Therefore, this Office will not bear any responsibility for delay in payment of bills for works if any, due to introduction of this new system. It is requested to bear with us in this respect

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	23/09/2016 at 10.00 Hrs
2.	Document Download start date	23/09/2016 at 10.00 Hrs
3.	Bid submission start date	23/09/2016 at 10.00 Hrs
4.	Last date of downloading of documents	01/10/2016 at 17.30 Hrs
5.	Last date & time of submission of bids online	01/10/2016 up to 17.30 Hrs
6.	Last date physical submission of EMD	N/A -
7.	Technical Bid opening date	03/10/2016 at 14.00 Hrs
8.	Uploading of preliminary list of technically qualified bidders	N/A
9.	Uploading of final list of technically qualified bidder	04/10/2016 at 16.00 hrs.
10.	Financial Bid opening date	To be notified Later
11.	Uploading of Financial Bid evaluation sheet	To be notified Later

FORM 1

APPLICATION FOR QUOTATION

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

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

e-Quotation No:-

Serial No of Work applied for :-

Amount put to Quotation: Rs.....

Dear Sir,

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

Dated this _____ day of _____ 201__

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids
For & 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 NIQ
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

TERMS AND CONDITIONS

REGARDING SECURITY GUARDING ARRANGEMENTS

1) Agreement:

This terms and condition will remain valid up to **One Year** from the date of engagement of the guards as per work-order of concerned authority. Agreement will be terminable on one month prior notice on either side. Tenure of engagement may be extended further at the accepted rate if mutually agreed.

2) Duty Hours: Security Guards for each category duty hours will be 8 hours in each shift.

a) In case shortage of Guards due to sick leave or other reason, alternative arrangement for replacement of guard will have to be made to avoid any kinds of breakage in the duty. No objection shall be raised by the agency for this reason.

3) Guards: The force will engaged personal from Ex-Military, B.S.F., C.R.P.F, C.I.S.F. or dependents of The such persons being civil person and is trained for this purpose.

4) Calendar of month: One month will be reckoned from 21st of calendar month to 20th of the next month.

5) Dress: Uniform and other articles relating to the uniform will be supplied by the agency. No allowance for uniform or damage will be paid to anybody by the concerned authority.

6) Duty Articles: Torch light with cell only shall be supplied by the Department as per requirement in consultation with the said security guard.

7) Change of Guards: a) The guards will have to replace in case of any complaint/ allegation lodged by the concerned authority in writing to the agency.

a) The security supervisor is empowered to change any Guards at any time due to negligence found on duty. No objection will be raised by the Department in such case.

b) Transfer of Guards will made in every months. No claim will be submitted for their permanent service by the agency. The Department shall not be responsible if any liabilities arise in this regards.

8) Rain Coat/Umbrella/Great Coat: The Department shall have no liability to supply the above articles. The above said articles will be supplied to the guards by the Agency.

9) Death or Injury: The Department shall not be responsible to compensate or otherwise liable in the manner whatsoever for any injury and/ or death of any guards of the said security force while on duty.

10) Handing/ Taking Over: a) The force will take over whole responsibility of all materials handed over to them with a list and remain liable for any theft or loss except damage of materials.

b) Locks of all Go down/store/offices will be sealed in the presence of the force under signature of both parties. For this purpose signature of the any guarding personnel on duty and any authorized personnel by the Agency is required.

11) Gate Pass: a) No materials will be allowed to pass out in any mode unless the same is properly checked and copy of the valid challan is handed over to the Guards who shall preserve it for maintaining full account thereafter for materials in Go down & open stock yard.

b) Any verbal instruction or any slip signed beyond the rank of section officer will not be treated as a Gate pass. Without proper gat pass guards will not be allowed any vehicles to go n or out. Hence guards will not be responsible for any damage to the vehicles for want to proper gate pass.

- 12) **Theft/Fire:** a) In case of fire breaks out in the premises preliminary action for its Extinguishment by local arrangement or by informing Fire Brigade / Police Station will be made by the guards on duty and report immediately to the department.
b) In case of theft or any attempt to theft of materials the responsibility of the security to lodge FIR to the local Police Station after spot verification and also report to concerned Authority.
- 13) **Colour of Uniform:** Olive Green uniform with badges of the Agency along with lathi, Ballam as per guarding duty.
- 14) **Accommodation:** Accommodation with water, Electricity & Lavatory facilities for guards/ Supervisor will be arranged by the Agency.
- 15) **Withdrawal of Guards:** If the services of the Guards are not required by the Department Within the validity period then one month notice will be given before withdrawal of guards to the Agency.
- 16) **Checking of Guards:** Agency authorized personnel i.e. Field Officer Supervisor of Chief Security Officer, D.O. etc. will go to the guard duty area for checking the guards on duty during day and night. He will always bear his Identity Card. Otherwise he will not be able to check the guards on duty. After checking he will give his remarks on the visitors Book kept with the guards.
- 17) **Identification:** Photographs with full permanent address of each of the guarding personnel should be placed to the Department before deputing them to the guarding.
- 18) **Modification of the terms and Condition:** Any modification is required on the terms and condition may please be done in consultation with both the parties.

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/AE and Junior 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 acceptance of the quotation including the right of 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 in 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 Tatko Dam & Spillway and Lipania Dam & Spillway, 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/AE 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/AE 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/AE 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 debar 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 violate 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 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.
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 kilometre 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, bonus** which are statutory obligation of the employer of security personnel at any time/before making payment of bills.
- 26) The Successful Quotationer will have to execute the formal agreement in W.B Form no. 2911 within 15 days from the date of acceptance of the rates.

Executive Engineer
Purulia Investigation & Planning Division

Copy forward to:-

- 1) **The** Chief Engineer -South & Budget, Irrigation & Waterways Directorate, Jalasampad Bhawan, Salt Lake City, Kolkata-91, for information.
- 2) **The** Chief Engineer /West, Irrigation & Waterways Directorate, Burdwan.
- 3) **The** Officer-on-Special Duty (S.E), I & W. Directorate, Bhatbandh Irrigation Colony, Ranchi Road, Purulia.
- 4) **The Executive Engineer,DVC Study cell, Jalasampad Bhawan, Salt Lake City,Kolkata-700091. With request to publish the N.I.Q. in the Departmental website.**
- 5) **The** Sabhadhipati, Purulia Zilla Parisad, Purulia.
- 6) **The** District Magistrate, Purulia.
- 7) **The** Executive Engineer/ Purulia Construction Division (I).
- 8) **The** Executive Engineer/ Purulia Irrigation Division.
- 9) **The** District Information & Cultural Officer, with request to circulate all concerned.
- 10) The Divisional Accounts Officer/ Purulia Investigation & Planning Division
- 11) Notice Board of this Division/ Purulia Investigation & Planning Division.

Executive Engineer
Purulia Investigation & Planning Division