



## Enclosure-II

*Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Superintending Engineer  
Mahananda Barrage Circle*

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### **NOTICE INVITING e-QUOTATION**

**e-NIQ No - WBIW/SE/MBC/NIQ- 03(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 desired 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](http://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://wbQuotations.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 website/s. A list of such licensed CAs’ is also available in the CCA website [cca.gov.in](http://cca.gov.in). The prospective contractors / bidders may contact the e-tendering State Level Help desk located at 7<sup>th</sup> Floor, Jalasampad- Bhavan, Bidhannagar, Sector-II, Kolkata through e-mail ID: [irrigationhelpdesk@gmail.com](mailto:irrigationhelpdesk@gmail.com) or ID: [dvcsc6816@gmail.com](mailto:dvcsc6816@gmail.com) and Telephone No. 033-23346098 on any working day, between 10AM – 5PM for any query on e-tendering, obtaining DSC, training on e-tendering usage, free of cost.

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 submission of Quotation documents.** The interested bidders eligible for the Quotation may submit their bids through the e-Procurement system using their valid DSC e-Token with assigned PIN and using login ID and password. Details of submission procedure have been explained in the ‘Bidders Manual’ for participating in e-Quotations of the State Government, which is available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). Minimum period of time to be given to the contractors/bidders for submission of e-Quotations is 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-NIQ in more than one newspaper, all the advertisements should appear simultaneously on the same day in all newspapers. Also, uploading of the notice including e-Quotation documents in the State Government e-Quotation portal shall be such the e-Quotation documents are to be 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 24/10/2016 till 17.30 hours.**

The intending bidders/contractors must read the ‘Terms & Conditions’ contained in the e-Notice Inviting Quotation (e-NIQ) 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 in original.

All information posted in the website consisting of e-NIQ and related documents, WB Form No. 2911(i)/2911(ii), Bill of Quantities (BOQ), EMD exemption order if any of competent authority, corrigenda and drawings etc. if any, shall form a part of the e-Quotation document.

**LIST OF WORKS**

e-N.I.T No - WBIW/SE/MBC/NIQ- 03 (e)/2016-17

SI no	Name of Work	Designated Executive Engineer with Headquarter (In case of more than one is engaged, to	Earnest Money Deposit (Rs)	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
01	Guarding of office premises, Residential premises, Stores, Bungalow, Field Hostels and all properties of Teesta Barrage Project within the entire Teesta Barrage Colony, Tinbatti in P.S. Bhaktinagar, Dist. Jalpaiguri.	Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri.	1,22,000.00	365 days	PLAN MAINTENANCE / NON PLAN (State Govt. Fund)	<p>Bonafide contractors/bidders having following criteria:</p> <p><b>A. Credentials :</b></p> <p><b>i) Net notional amount of similar nature of single work in last 5(five) years.</b></p> <p>a) Individuals, Partnership, Company and others except Consortium – 30% of ₹ 61.04 = ₹ 18.31 lakh.</p> <p>b) <b>Consortium</b> - 90% of ₹ 61.04 = ₹ 54.94 lakh</p> <p><b>ii) Value of execution of "Providing Security Service ".</b></p> <p>a) Individuals, Partnership, Company and others except Consortium - 40% of ₹ 61.04 = ₹ 24.42 lakh</p> <p>b) <b>Consortium</b> = 80% of ₹ 61.04 lakh = ₹ 48.83 lakh</p> <p><b>B. Turn over :</b></p> <p>i) Individuals, Partnership, Company and others except Consortium - 25% of ₹ 61.04 lakh = ₹ 15.26 lakh.</p> <p>ii) Consortium – 75% of ₹ 61.04 = ₹ 45.78 lakh.</p> <p>Other requirements as contained in e-NIQ</p>

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

**2. Clarification regarding participation by consortium in e-Quotations( 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-NIQ should mandatorily possess previous work credential( in any type of Govt. works contract) of 10% of the amount put to Quotation (Quotation 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-Quotation notice G.O.

**3) For a Quotation to be valid:**

- a) It is mandatory to maintain minimum wages of the staff in accordance with the minimum rates of wages published by Labour Department, Govt. of West Bengal.
- b) 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.

**4) Follow the NIQ Clause 4.3 Financial Proposal**

**(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 / M&E works are eligible to participate depending on the criteria as laid down in the subsequent para. 'Joint Venture Firms' are not eligible to participate in 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-NIQ 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-NIQ, which shall be notified in the e-NIQ 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, replying to their queries, and clear doubts in connection with the Quotationed 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-NIQ. 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 of the e-Quotation and prepare to upload the scanned documents in Portable Document Formats (PDF) files in the designated link in the web portal as their Technical Bid. He/she needs to fill up the rates of items in the BOQ downloaded for the work in the designated cell of Excel sheet only and upload the same again in the designated link in the portal as their 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 Cover containing:-**

- i. Application for e-Quotation (vide Form-1) ( to be submitted in "Forms" folder )
- ii. WB Form No. 2911(i)/2911(ii) ( to be submitted in "2911" folder )
- iii. Notice Inviting e-Quotation (e-NIQ) ( to be submitted in "NIQ" folder )
- iv. Annual Turnover from business: Profit and loss accounts statement in the prescribed form with annual turnover of 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)

- v. Credential Certificate (*vide Form- 3 to be submitted in “Forms” folder*)
- vi. Declaration of not having common interest in the same serial (*vide Form-4 to be submitted in “Forms” folder*)
- vii. Drawings, if any. (*To be submitted in “Drawings” folder*)
- viii. Addenda/Corrigenda: If published; (*to be submitted in the ‘NIQ’ folder merged with e-NIQ already uploaded as pdf file*)

**NOTE:** 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 his/her Quotation. Quotations submitted without addendum/corrigendum are liable to be treated as informal and thereby rejected.

ii. Quotation will be summarily rejected if any of the aforesaid items are found to be missing in the on-line bid submitted.

**B. My Document [OID\* Cover] containing:**

**My Document Format for uploading in OID folder:-**

Sl. No.	Folder Name	File Description	Details	Remarks if any
<b>A</b>	<b>Certificates</b>	certificates.pdf 1 certificates.pdf 2 certificates.pdf 3 certificates.pdf 4	1. Professional Tax Payment Certificate (PTPC) 2. PAN Card 3. Value Added Tax (VAT) Registration Certificate in West Bengal (TIN)/CST Registration for other States as applicable 4. Latest available I.T Return Receipt	
<b>B</b>	<b>Company Details</b>	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	
<b>C</b>	<b>Credential of work</b>	Credential pdf 1 Credential pdf 2 Credential pdf 3	1. BOQ duly authenticated by issuing authority and work order. 2. Completion Certificates of completed work (If Annual Turn Over is below Rs. 1.00 Crore) 3. Gross bill of 100% completed work including excess and supplementary items not covered in original BOQ authenticated by appropriate authority.	
<b>D</b>	<b>Financial credential</b>	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 the appropriate designated Forms 3CA/3CD/3CB, as applicable with annual Turn Over for last three years within the zone of consideration.	

\* OID denotes Other Important Documents.

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

- a. Professional Tax Payment Certificate (PTPC) valid for the current financial year/latest as per rules and PAN Card. Application for PAN addressed to the competent authority may also be considered.
- b. Value Added Tax (VAT)/CST registration certificate, as applicable.
- c. Latest Income Tax Return receipt

- d. Individual deposit Challan (upto date) of Employees' Provident Fund & Employees' State Insurance Corporation or valid EPF & ESI Registration Certificate, as applicable.
- e. 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.
- f. Service Tax Registration Certificate.
- ii. Company Details: (name of file should be "**companydetails.pdf**")

A. Details for Consortiums formed out of Proprietorship Firms &/ Partnership Firms

Deed of Consortiums formed with Partnership Firm etc, and documents of 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 his/her Quotation.

**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.

B. For State Registered Co-operative Societies and Companies ("**companydetails.pdf**")

- a. Society Registration certificate from ARCS (Assistant Registrar of Co-operative Societies, Govt of WB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011.
- b. Trade Licence for Proprietorship Firms/ Partnership Firms/Companies.
- c. 'Memorandum of Articles' for Companies registered by the Registrar of Companies (ROC) under Indian Companies Act.
- d. Any other document, showing name with signature of all latest office bearers/Directors/Board Members.
- 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 Technical cover (name of file should be "**credential.pdf 1**").  
In case of execution of supplementary/substitute supplementary items having value 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 with the bid on-line, 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 three financial years with auditor's certificate regarding Annual Turnover from business in each 3CA/3CB/3CD as applicable financial year. The audited Balance Sheet shall contain Annexure, Form 3CA/3CB/3CD as applicable u/s 44AB of IT Act 1961. Auditor's certificate must contain his/her Membership / Registration no. of Registered Audit/CA Firm.

*Note: Bidder/Contractor whose Annual Turnover is less than Rs. 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 bid/Quotation liable to summarily rejection.**

#### **4.3 Financial proposal / bid under Financial cover:-**

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, cess etc.
- 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 document in excel sheet is 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 documents are made available free of cost through the State Government e-Quotation portal having URL <https://wbtenders.gov.in> and also the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). In case of off-line Quotations (Quotation value below ₹ 5.00 lakh), Quotation documents are also available free of cost from the office of Quotation Inviting Authority and also to be available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). No cost for Quotation document shall be charged even during execution of a formal Quotation contract / agreement. However, the contractors/bidders may wherever necessary be charged suitably for asking for additional/multiple copies of drawings, specifications, Schedule of Rates booklet (SoR) etc. and such fee may be suitably determined by the Quotation Inviting Authority as per norms.

- ii. **Earnest Money Deposit (EMD)**:

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay-order, Bankers Cheque etc. has been completely dispensed with for all e-Quotations/e-procurements of the State Government, w.e.f 1<sup>st</sup> September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated in the system of e-Quotation/e-procurement, if opted for EMD payment through RTGS/NEFT

A. **Login by bidder**:

- a. A bidder desirous of taking part in a e-Quotation invited by a State Government shall login to the e- Procurement portal of the Government of West Bengal using his/her login ID and password by using valid DSC.
- b. He/she will select the e-Quotation to bid and initiate payment of pre-defined EMD for that e-Quotation by selecting from either of the following payments modes:
  - i. Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii. RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

B. EMD payment procedure:

a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the Quotationing authority.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.
- v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-Quotation.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

**Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-Quotation final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-Quotation is completed within last date of on- line submission of his/her Quotation. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.**

C. Refund/Settlement Process for EMD:

- i. After opening of his/her bids and technical evaluation of the same by the Quotation Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the Quotation inviting authority will declare the status of the bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders’ bank accounts from which they made the EMD on-line transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Quotation Inviting Authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders’ bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the Quotation inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.



- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his/her bank account from which he/she had made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Quotation Inviting Authority.
- v. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer to Government Receipt under Public Accounts through GRIPS where under the security deposit will also be collected in connection with the work.
- vi. All refunds will be made mandatorily to the Bank account from which the payment of EMD and Quotation Fees (if any) were initiated.
- vii. If the e-Quotation is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Quotation Inviting Authority.

## **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., Westinghouse 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 outside the State of West Bengal other than executed direct Union Government Departments and Ministries. Also such certificates when issued in other States other than those directly of State/Union Government Departments/Ministries 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 Quotation 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 30% 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 90% 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 25%** 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 75%** 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-NIQ 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 work 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 **0.40** 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 fulfillment 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 0.40 stated in Clause 7 (iv) (B) should be considered as 0.80 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 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-NIQ**

- i. 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 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 **25%** 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 **75%** 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-NIQ 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 upto 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, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess as applicable will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges. Only Service tax, as applicable, if eligible, would be reimbursed as per rules on production of necessary documents.

**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, Mahananda Barrage Division 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 proposal will be opened by the Quotation Inviting Authority or his/her authorised representative/s electronically in the official website stated earlier, using their authorised valid Digital Signature Certificate/s (DSC).
- ii. Intending contractors/bidders may remain present if they so desire.
- iii. Technical cover 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/decrypted. If there is any deficiency in either of the Technical cover documents, the e-Quotation will summarily be rejected.
- iv. 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.
- v. Procedure to be followed for opening of a Financial bid is explained later under clause 13.5

### **13.2 Quotation Evaluation Committee (TEC)**

Committees constituted from time to time by the Government in the Irrigation & Waterways Department for evaluation of Technical proposals of the contractors/bidders for high value e-Quotations, will function as Quotation Evaluation Committee (TEC).

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

- i. Pursuant to scrutiny and decision of the Quotation Evaluation Committee (TEC), the list of eligible bidders/ contractors for a particular serial of work whose Technical proposal will be considered and uploaded in the web portal/s.
- ii. While evaluating, the TEC may if they so desire summon the contractors/bidders and seek further clarification/information or additional documents or seek verifications of original hard copy of any of/all the documents already submitted on-line and if these cannot be produced within a reasonable and stipulated timeframe, their bids 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 Quotation-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 the names 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 (TAA) 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 by the Quotation Acceptance Authority (TAA).
- v. If there is any scope for lowering down of rate in the opinion of the Quotation Accepting Authority being abnormally high, all the bidders qualified in technical bid will be notified through system generated e-mail and mobile phone sms to attend e-sealed bid Quotation-cum-auction on a predetermined date and time to be held in the office of the Quotation Accepting Authority. Open off-line bids are normally not encouraged from the point of view of confidentiality and transparency. However, in exceptional cases with prior recommendation and advice of Government appointed Quotation Committee open off-line bid negotiations with **only the L1 bidder** to lower down the e-sealed bid Quotation cum auction rate may be held by the Quotation Accepting Authority in presence of Quotation Inviting Authority for reasons to be recorded in writing.
- vi. If there is no contractor/bidder or the number of contractors / bidders in the 1<sup>st</sup> 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 2<sup>nd</sup> e-Quotation/3<sup>rd</sup> e-Quotation) may be invited by suitably lowering of minimum eligibility criteria for bidders.

- vii. After holding such e-sealed bid Quotation cum auction, final result after acceptance of the rate by the Quotation Accepting Authority if within the delegated power would have to be uploaded in the e-tender website. Otherwise the matters may be returned to the Government for decision.
- 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 TIA may call for Short Notice e-Quotation with time period as per Government order for re-Quotations if so necessitated in the interest of public works and take decision on the basis of L1 in the Re-Quotation or subsequent e-Quotation. Penal action 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 preferably in presence of their willing agents. If the number of e-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-tender 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.
- v. Even if, after taking appropriate steps in regard to relaxation of criteria to the extent as decided by the Quotation Accepting Authority and also wider publicity of 2<sup>nd</sup> Quotation in widely circulated dailies and through web-site, the response to the Re-Quotation is still less than three, that Quotation may be accepted.

In terms of Delegation of Financial Power Notification of the Department bearing No. 05- (W)/2015-16 dated 20.11.2015.

### **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 e-Quotations without assigning reasons subject to fulfillment of clause 13.5 (iii) and further 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 values of Quotations is as below:

- i. For Quotations up to Rs 200.00 lakh plus 5%\*: *Superintending Engineer, Mahananda Barrage Circle, Irrigation & Waterways Directorate.*
- ii. For Quotations above Rs 200.00 lakh\* : *Chief Engineer, Teesta Barrage Project, I&W Directorate*

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

### **16. Execution of formal Tender contract/ 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 Engineer-in-Charge in quadruplicate in W.B.F. 2911(i)/2911(ii) and all other documents, entire sets may be obtained free of cost from the office of the **Executive Engineer , Mahananda Barrage Division**.

#### 17. 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.

#### 18. Bid validity

The Bid will be normally 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.

#### 19. 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 9 referred earlier would be applicable.

#### 20. Modification of standard e-NIT format for works of Quotation value beyond ₹ 5.00 crore

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

#### 21. Schedule of dates of e-Quotation

Sl. No	Activity	Date & Time	Remarks
1.	e-Quotation Publishing Date	06/10/2016 at 17.30 Hrs	To be made available with the e-NIQ in the website
2.	Document Download start date	06/10/2016 at 18.00 Hrs	
4.	Bid submission start date	06/10/2016 at 18.30 Hrs	
5.	Document Download end date & bid submission end date	24/10/2016 up to 17.30 Hrs	
6.	Bid submission end date	24/10/2016 up to 17.30 Hrs	
7.	Technical Bid opening date	26/10/2016 after 17.30 Hrs	
8.	Uploading of list of Technically qualified bidders	To be decided by TIA	
9.	Financial Bid opening date	-do-	
10.	Uploading of Financial Bid evaluation sheet	To be decided by TAA	
11.	Uploading of the Letter of Invitation / Acceptance (LOI/LAO)	-do-	
12.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

\*TIA: e-Quotation Inviting Authority

\*TAA: e-Quotation Accepting Authority

Sd/-

(S.Chattopadhyay)

Superintending Engineer  
Mahananda Barrage Circle

**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 (JE) 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, if required. However Service Tax as applicable, if eligible would be reimbursed to the contractor/Bidder as per rules.
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 as applicable 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 as per rule on the basis of works actually done in different items and no claim will be entertained for variation of quantities in some items or for omission of some items.
9. Income tax, Sales tax/Vat, Service Tax and all other incidental charges, as applicable 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. 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.
14. The major item in this quotation (vide Clause-7 of NIQ regarding eligibility criteria) is identified and considered as "providing security service".



## **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 Colony, Tinbatti, P.S. Bhaktinagar, Dist. Jalpaiguri 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 Colony, Tinbatti. 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 & for providing appropriate Labour welfare benefit as per Govt. rules 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 as desired by the Engineer-in-charge or competent authority. If the lapses of the agency is 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 of interest will be refunded to the contractor on successful completion of contract period subject to the availability of fund.
29. 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.
30. Additional E.M.D. may have to be deposited if the E.M.D. falls short.
31. 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 as applicable.

Sd/-  
**(S. Chattopadhyay)**  
Superintending Engineer  
Mahananda Barrage Circle  
Irrigation & Waterways Directorate

Memo. No. (13)/ 5T-7(II)

Date ... 05.10.16.....

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 <sup>nd</sup> Mile Sevoke Road, Siliguri.
02.	Superintending Engr., Teesta Barrage Circle, Teesta Sech Bhawan, 2 <sup>nd</sup> 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 –I, Club Road, Jalpiguri.
07	The Commissioner of Police, Siliguri Metropolitan Police.
08	Nodal officer of e-Quotationing. Irrigation & Waterways Department Jalsampad Bhawan, 7th Floor, Salt Lake City, Kolkata-700091 with the request to upload this NIQ in the Departmental website: <a href="http://wbiwd.gov.in">wbiwd.gov.in</a> (Sent to the e-mail : <a href="mailto:dvsc6816@gmail.com">dvsc6816@gmail.com</a> / <a href="mailto:irrigationhelpdesk@gmail.com">irrigationhelpdesk@gmail.com</a> )
09/12	Executive Engineer, Mahananda Barrage Division/ Mahananda Canal Division/Teesta Canal Division.-I, Teesta Canal Division.-II.
13.	Notice Board.

Sd/-

(S.Chattopadhyay)

Superintending Engineer  
Mahananda Barrage Circle

**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.

**FORM 1 (Modified)**

**APPLICATION FOR e-QUOTATION**

**To**  
**The Superintending Engineer**  
**Mahananda Barrage Circle, I&W Directorate**

**e-Quotation No:- WBIW/SE/MBC/NIQ- 03(e)/2016-17**

**Serial No. of Works applied for :- .....**

Dear Sir,

Having examined the Technical cover, OID cover & other e-NIQ documents, I/we hereby would like to state that I/we willfully 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.			
2.			
3.			
Total			

**Average Annual Turnover (in Lakh of Rupees) :**

Note:

1. Year preceding 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.

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

Date & Place:

Verification of Licensed Auditor Firm/ CA Firm  
with full corresponding address, Phone No.  
with Membership No. and official seal

**FORM-3 (Modified)**

**Completion Certificate (100% Physical Completion)**

1. Name of the work :
2. Name of client :
3. Amount put to Tender :
4. Contractual Rate : N. A
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  
with Contact No., Postal address  
and e-mail address



**FORM – 4**

**Declaration against Common Interest**

(To be typed in company / organisation letter head scanned and uploaded as PDF)

**Ref: e-NIQ No. WBIW/SE/MBC/NIQ- 03(e)/2016-17 e-Quotation ID No. ....**

**Sl. 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