



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Metropolitan Drainage Division No.-I
Jalasampad Bhawan (4th Floor), South Block
Bidhannagar, Salt Lake City, Kolkata – 700091.
Telephone No:-033-23346713
E-mail: – executiveengineermdd1@gmail.com

NOTICE INVITING QUOTATION

Notice Inviting Quotation No.- WBIW/EE/MDD-I/e-NIQ - 03/2016-17

Memo No.: – 1Q-1/ 1587

Dated :- 05/10/2016

Separate Quotations are being invited by the **Executive Engineer, Metropolitan Drainage Division No.-I, Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal, through electronic tender (e-tender) for the works mentioned in the list given in next page from eligible and resourceful contractors/bidders having sufficient credential and financial capability for execution of works of similar nature.

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

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

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

Last date & time of submission of e-bids online is on 18/10/2016 till 17.30 Hours.

The intending bidder/contractor 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 e-bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

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

LIST OF WORKS

Notice Inviting Quotation No.- WBIW/EE/MDD-I/e-NIQ - 03/2016-17

Memo No.: - 1Q-1/ 1587

Dated :- 05/10/2016

Sl. no.	Name of Work	Value of the work (Rs)	Time allowed for completion	Source of fund	Eligibility of contractor
1	2	3	6	7	8
1.	Engagement of Security Guards at store godown, Sech Nibas, gates of Sech Abasan, FF Block Saltlake City, Kolkata - 700091 under Matrapolitan Drainage Division No-I.	0	365 days (Three hundred sixty five only).	NON PLAN (Works)	Bonafide contractors having credential of execution of similar nature of work within the last 5 years.

(*) 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 and Semi-skilled labour respectively. To arrive at the unit rate, consider the present minimum Wages per head per day, EPF, ESI , welfare Cess & Bonus(Considering Rs.3500/365days=Rs 9.59 per head per day basis) 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/bidders, West Bengal Registered 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/ clause. Joint Venture Firms are not eligible to participate in tenders.

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

3. Submission of 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 total rate of items** in the BOQ, downloaded for the work, in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum /corrigendum related to the Quotation and upload the latest documents as part of the Quotation.

3.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing,

- i. Application for Quotation (Vide Form-1) (to be submitted in “Forms” folder)
- ii. Notice Inviting Quotation (NIQ) (to be submitted in “NIQ” folder)
- iii. Declaration of not having common interest in the same serial (Vide Form-2). (to be submitted in “Forms” folder)

Note: Quotations will be summarily rejected if any item in the statutory cover is missing.

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

- i. **Certificates:** *(name of file should be “certificates.pdf”)*
 1. Professional Tax (PT) submission Challan for the current year and PAN Card details. Application for PAN addressed to the competent authority may also be considered.
 2. VAT Registration Certificate (Non production of the document will result in VAT deduction as per prevailing rules)& Latest Income Tax Return receipt.
 3. Individual deposit Challan (upto date) of Employees’ Provident Fund & Employees’ State Insurance Corporation.
 4. Licence to engage in the business of Private Security Agency valid up to the date of opening of the Quotations. 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 & 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 Quotation 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 and Partnership firm.
- 3) Incorporation Certificate, Trade Licence, 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, Bye-Laws and Trade Licence.
- 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. Quotations 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. 805/Stat/2RW/32/94/LCS/JLC dated 24/06/2016 of Joint Labour Commissioner, West Bengal for calculate the unit rate.
- ii. The bidder calculate the unit rate per head per day (**Considering eight hours duty**) considering of Minimum wages plus EPF, ESI, Labour welfare cess& Bonus (Considering Rs.3500/365days= Rs 9.59 per head per day basis) as per existing Govt. Rule & service charge also.
- iii. The bidder 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 quoted rate in their letter head signed by authorised person.

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. 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.

5. Eligibility criteria

- i. Eligibility of agency based on works credential. Minimum total billing value in a year should be **3.50 Lakh for a single work.**

6. Penalty for suppression / distortion of facts

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Quotation Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the corresponding uploaded soft copies or if there is any suppression / distortion / falsification noticed at any stage of Quotation 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 Quotations on e-Quotation 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-Quotationing 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.

7. 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.

8. 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 this connection intending Quotationers may contact the office of the Executive Engineer, **Metropolitan Drainage Division No-I** between 11.30 hours to 16.30 hours on any working day prior to date of submission of Quotations.

9. Conditional and incomplete Quotation

Conditional and incomplete Quotations are liable to summary rejection.

10. Opening and evaluation of Quotation

10.1 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.

10.2 Quotation Evaluation Authority (QEA)

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

10.3 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 timeframe, their proposals will be liable for rejection.

10.4 Opening and evaluation of Financial Proposal

- i. Financial proposals of the Quotationers 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 contractors remaining present at that time.
- iv. After opening of the financial proposal the preliminary summary result containing inter- alia, name of contractors and the rates quoted by them will be uploaded.
- v. If the 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 bids or sealed bid followed by open bid if failed necessary by the Quotation inviting/Accepting Authority, to be held at the office of the Quotation inviting/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. Hard copy(off line) of the Analysis of quoted rate in letter head signed by authorised person should be submitted within the notified date & time.

11.5 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 three (3), the Quotation has to be cancelled. In case of participation of more than three(3) bidders, technical evaluation is to be done and if the number of technically qualified bidder is less than three(3), 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 three (3), results of Technical Bid Evaluation of 2nd call would be uploaded and financial bid of the technically qualified bidder(s) of the 2nd call would be opened and would be considered in the process of evaluation for acceptance following usual procedure.
- d. The process would continue unless one valid bidder is found.

12. **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.

13. Acceptance of Quotation:

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

14.1 Quotation Accepting Authority

As per prevalent orders of Irrigation & Waterways Department Quotation Accepting Authority for different quotation is Superintending Engineer/Metropolitan Drainage Circle.

14.2 Execution of Formal Tender after acceptance of Quotation

The bidder, whose bid is approved for acceptance, shall within 7 (Seven) days of the receipt of Letter of Acceptance (LoA) to him, have to execute 'Formal Agreement' in **W.B.F. No.- 2911(i) as per rule** (original & duplicate) with the Quotation inviting Authority by **depositing Earnest money @ 2% of the value of work** in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the **Executive Engineer/Metropolitan Drainage Division No.-I**, payable at **Kolkata**. Necessary document will have to be obtained free of cost from the office of the **Executive Engineer, Metropolitan Drainage Division No.-I** within 7(Seven) days from the date of receipt of the intimation of acceptance of his quotation, failing which the Quotation shall automatically stand cancelled.

15. 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 Divisions are under the 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.

16. Withdrawal of Bids

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

17. Schedule of Dates for e-Quotationing

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	05/10/2016 at 16.00 Hrs.	To be made available with the e-NIT in the website
2.	Document Download start date	05/10/2016 at 16.30 Hrs.	
3.	Bid submission start date	05/10/2016 at 17.00 Hrs.	
4.	Document Download end date	18/10/2016 at 17.30 Hrs.	
5.	Bid submission end date	18/10/2016 at 17.30 Hrs.	
6.	Technical Bid opening date	19/10/2016 at 10.00 Hrs.	
7.	Uploading of the list of Technically qualified bidders	To be notified in due course.	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date	To be notified in due course.	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE	To be notified in due course.	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	To be notified in due course.	
11.	Uploading of Award of Contract (AOC) (Work Order)	To be notified in due course.	

Additional Terms & Conditions

1. The Executive Engineer of the Division concerned will be the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-Charge. If any correspondence of above Quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Sub-Divisional Officer and the Sub-Assistant Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.
2. The 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. 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 modification thereof or any other laws 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 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 concerned.
6. No compensation for idle labour, establishment charge or on other reasons 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 Workmen's Compensation Act etc. He must deal with such cases as promptly as possible.
8. Quotationers who will resort to canvassing is liable to be rejected.
9. To ensure the payment to the Security guard & Supervisor with the minimum wage rate including EPF,ESI and Bonus as per rule, no compromise would be allowed regarding the payment of minimum wage rate and EPF , ESI & Bonus.

Special Terms & Condition

1. Protection of office Building of Jalasampad Bhawan / residential complex, Sech Nibas, stores including all properties 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 office Building / colony as well as to control movement of visitors to/from office Building/ 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 office Building / 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 /site 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(s) 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(s) 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 office Building/ residential complex.
6. Restraining of entry of unauthorized person to the office Building / 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 residential complex, Sech Nibas. 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 responsible for paying the security guards deployed as per minimum wages Act and should not violate the provision as contained in various enactments viz. Contract labour (Regulation & Abolition Act) Industrial Dispute Act, payment of wages Act and all other relevant acts in force.
17. The Department will not compensate for any overtime duties performed and no extra claim will be entertained on the account. The agency must arrange suitable reliever for any guard to be relieved for physical/natural needs.
18. The successful quotationers are liable to execute and maintain personal insurance of the security guards to be deployed.
19. The Department shall not be responsible in any way for employment of the security personnel engaged by the agency on termination of the contract made with him.
20. The agency shall have to maintain First Aid & Medical facilities for his security personnel during the contract at his own cost and arrangements. Department will not be bear any cost on this purpose as well as not be responsible for any eventuality to the security personnel.
21. The agency is not permitted to sublet or assign any portion/entire portion/of the contract to any other person/firm and in that case his contract made with the Engineer-in-charge is liable to be cancelled.
22. The contractor is liable for taking responsibility of the department/residents against losses or damages caused to the departmental/residential properties on account of any involvement by way of reluctant laxity / unauthorized absence/any lapse detrimental to the security aspect of the security

personnel deployed by the agency. The decision of the Engineer-in-charge in this respect is final and binding.

23. The agency will also be responsible for any dispute arises among the security guards. The contractor shall always keep the department indemnify and harmless against all damages and claims causing there from.
24. The Department reserves the right to recover part or whole of any outstanding claim of the department against the contractor from the security money or any outstanding bill.
25. The contract will be made initially for a period of 12 (twelved) month and rates quoted should be valid for the said period. No escalation will be entertained beyond the accepted rate.
26. The nos. of security personnel to be required is provisional and may be changed as per requirement of the department with a prior notice of 15(fifteen) days. Any claim for discarding additional personnel deployed due to actual requirement of department on modified conditions for the overall interest of the department will not be entertained.
27. The contractor shall have to make good losses, if any, sustained by the Government and/or colony occupants due to lack of guarding and security measure if established after proper enquiry by the competent authority if desired by the Engineer-in-charge or competent authority. If the lapses of the agency already recorded and established, question of referring the matter to competent authority will not arise and decision of the Engineer-in-charge in this matter will be final and binding.
28. The entire security deposit free off interest will be refunded to the contractor on successful completion of contract period subject to the availability of fund.

Executive Engineer
Metropolitan Drainage Division No.-I
Jalasampad Bhawan (4th Floor)
Salt Lake City, Kolkata – 700091.

GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NBANNA, MANDIRTALA, HOWRAH-711102.

No. 3790-F(Y).

Dated, Howrah the 21st July, 2014.

M E M O R A N D U M

Sub : Consolidated monthly charges for Private Security

Agencies deployed in Government establishments.

The undersigned is directed to state the following in' clarification of this Departments Memorandum No.3687-F(Y), dated 02.05.2012.

The consolidated monthly charges paid to Private Security Agencies deployed in Government establishments has two parts - i) Service charge and ii) Security charge.

Service Charge is determined on the basis of L1 bid and would remain fixed for the period of service contract.

Security charge is the minimum wage of the security personnel to be provided and their entitlements to E.S.I., E.P.F. and Bonus, as may be applicable. It is variable according to the variation of minimum wages stipulated by the State Government from time to time.

The responsibility for E.S.I, E.P.F, Bonus for the security personnel to be provided by the Security Service Agency will be shouldered by the agency supplying / engaging the personnel. Therefore, the Security Charges to be quoted by the agency in response to the Notice Inviting Tender for security service may include, besides the minimum wage, a part of the contribution to E.S.I., E.P.F. etc. to be made by the security agency as its statutory obligation as employer of the security personnel.

Sd/-G Samanta
Joint Secretary to the Government of
West Bengal.

No. 3790/1 (500)-F(Y).

Dated, Howrah the 21st July, 2014.

Copy forwarded for information and necessary action to :- !

- 1) The Principal Accountant General (A & E), West Bengal, ; Treasury Buildings, 2, Government Place (West), Kolkata-700 001
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata-700 001
- 3) The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 3rd M.S.O. Building, 5* Floor, Block-DF, Sector-I, Salt Lake, Kolkata-64.
- 4) The Additional Chief Secretary / Principal Secretary / Secretary, _____
- 5) The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department.
- 6) The _____ Department,
- 7) The Commissioner, _____ Division, :-----
- 8) The Director _____ . _____
- 9) The District Magistrate / District Judge, Superintendent of Police,
- 10) The Director of Treasuries and Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range. Kolkata-700 001
- 11) The Pay and Accounts Officer, Kolkata Pay and Accounts-Office-I, 81/2/2. Phears Lane, Kolkata-700 012,
- 12) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Jawahar Building, P-1, Hyde Lane, Kolkata-700 073.
- 13) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, LB. Market, 1st Floor, Block-IB, Sector-III, Salt Lake, Kolkata-700 091.
- 14) The Treasury Officer, -----
- 15) The Principal Accounts Officer & Ex-officio Deputy Secretary. Finance (Budget) Department, — He is requested to upload in the website of Finance

~ 1 ~
Assistant Secretary to the

FORM 1

APPLICATION FOR QUOTATION

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

To

The Executive Engineer

..... **Division**

Quotation No:-

Serial No of Work applied for :-

Amount put to Quotation : Rs

Dear Sir,

Having examined the Statutory, Non statutory & 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