



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
INVESTIGATION & PLANNING DIVISION (SOUTH)

3RD Floor, Jaisampad Bhavan, Salt Lake, Kolkata-91, Ph : 033 23341492

NOTICE INVITING QUOTATION

NIQ No : 06 / IPDS of 2016-17

Memo No: 943 /10-15

Dated: 15.11.2016

Separate quotations are being invited by the **Executive Engineer – I, Investigation & Planning Division (South), Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal for the work 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 quotation are to visit the website www.wbiwd.gov.in (the official website of Irrigation & Waterways Department) for details of the quotation or the quotation may be had from the office of the undersigned on any working day during office hours.

Intending contractors/bidders are required to download the quotation documents directly from the website/s stated above. Quotation is required to be submitted offline details of which are given below.

Last date & time of submission of quotations is on 02.12.2016 till 17:00 hours.

The intending bidders/contractors must read the 'Terms & Conditions' contained in the Notice Inviting Quotation (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 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 NIQ and related documents, Bill of Quantities (BOQ), EMD exemption order if any of competent authority, corrigenda etc. if any, shall form a part of the quotation document.

LIST OF WORKS

NIQ No : 06 / IPDS of 2016-17

Sl. No.	Name of Work/Scheme/Project	Earnest Money Deposit (Rs)	Time period of AMC	Source of fund	Minimum eligibility of the contractor/bidder for participating in the quotation
1	2	3	4	5	6
1	Comprehensive Annual Maintenance contract for desktop computers printers and scanners installed at different offices of the I&W Department at Jalsampad Bhavan, Salt Lake Kolkata - 91	30000	1 yr	Non Plan	Bona fide agencies /contractors / bidders having credential of execution of AMC of at least 75 no of Desktops and other IT peripherals at an office establishment in any Government / Government undertaking / Public sector undertaking within the state of W Bengal & within the last 5 years from the date of publishing of e-NIQ

Executive Engineer-I
Investigation & Planning Division (South)
Irrigation & Waterways Directorate

(General Terms & Conditions)

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 who are in the field of maintenance of computers & IT peripherals for last five years 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 the quotation.**

2. Submission of Tenders

2.1 General procedure for submission of quotation.

Bids are to be submitted offline as stated earlier. Contractors/bidders are required to download the entire set of quotation documents along with other related documents circulated through the above website/s within the stipulated due/end date and time.

For quotation bids are to be submitted in two envelopes at a time, one envelope having the words **“Technical Proposal”** written on it in capital letters and the other envelope having the words **“Financial Proposal”** written on it in capital. The contractor/bidder shall carefully go through all the documents of the quotation and submit the necessary papers in the respective envelopes. Both the above envelopes are to be enclosed within a single larger envelope with the words **“BID FOR NIQ 06 of 2016-17”** written on it in capital letters. The above large envelope containing the other two envelopes is to be deposited at the office of the undersigned within the last date and time of dropping of quotation. No bid shall be allowed after the expiry of the last date and time of dropping.

Contractors/bidders should especially take note of all the addenda and corrigenda related to the quotation and submit all these documents also as a part of their tender document. Documents submitted by the bidders with all information & rates comprising Technical bid and Financial bid cannot be changed once the bid is dropped.

2.2 Technical Proposal

The envelope for Technical Proposal should contain self attested scanned copies of the following documents and/or declarations.

- i. Application for quotation (*vide Form-1enclosed*)
- ii. Notice Inviting quotation (NIQ)
- iii. Credential Certificates in the form of Payment certificate of 100% completed work issued by competent authority
- iv. Professional Tax Payment Certificate (PTPC) valid for the current financial year/latest applicable as per rules and PAN Card. Application for PAN addressed to the competent authority may also be considered.
- v. Value Added Tax (VAT) Registration Certificate in West Bengal (TIN)
- vi. Latest I.T Return Receipt
- vii. Trade Licence for Proprietorship firms / Partnership Deed, Trade- Licence, Form-VIII or Memorandum of Registration for partnership firms / Society Registration Certificate, Trade Licence and By-laws, Documents showing latest office- bearers for Registered Co-operative Societies.
- viii. Declaration of not having common interest in the same serial (*vide Form-2enclosed*)
- ix. Bank draft of Earnest Money Deposit (EMD).
- x. Addenda/Corrigenda: If published.
- xi. Any other document found necessary.

NOTES: i. Contractors/bidders are to keep track in the website for all the Addenda and Corrigenda published for a particular e-tender and submit all the above documents along with his / her tender. 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 missing in their bid submitted.

Note : Failure of submission of any of the above mentioned documents will render the quotation liable to be rejected.

2.3 Financial proposal :-

The envelope for Financial Proposal should contain the following documents.

1. Bill of Quantities (BOQ): The contractor/bidder is required to quote the rate of every item in the space marked for quoting rate in the BOQ. **Rate to be quoted per unit per month (only copy of the above document as enclosed are to be submitted)**

Notes:

- a. BOQ without a valid numeric rate at the designated space provided in the BOQ will be rejected outright.
- b. Filled in BOQ if submitted in any other envelope other than the envelope for "Financial proposal" the bid will be rejected.
- c. In cases where BOQ has been changed by the Tender 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 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.

3. Tender Fee and Earnest Money Deposit (EMD)

i. **Tender Fees:** Nil

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

Bidders participating in the quotation are to submit EMD in the form of Bank draft of Rs 30000/- drawn on any nationalised bank of the Govt of India and drawn in favour of "The Govt of West Bengal" and payable in Kolkata. The draft is to be enclosed along with all papers in the envelope superscribed "Technical Proposal"

Note: 1) EMD exemption would only be accepted for agencies as per prevalent orders of The Govt of West Bengal.

4. Credential Certificate

- i. Completion Certificates (CC) for 100% executed 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 tender (Tender Value). Illegible certificates and those having incomplete information may be rejected.

5. Taxes & duties to be borne by the bidder

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

6. Site inspection prior to submission of tender

Before submitting a e-tender, 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.

The contractor/bidder may also contact the office of the Executive Engineer Investigation & Planning Division (South) in between 11.30 hours to 16.30 hours on any working day, prior to the date of actual submission of bid of quotation.

7. Conditional & incomplete tenders

Conditional and incomplete tenders are liable to be summarily rejected.

8. Opening & evaluation of tenders

8.1 Opening of a Technical Proposal

- i. Technical proposal envelope will be opened first by the Tender Inviting Authority or his/her authorised representative/s.
- ii. Intending contractors/bidders may remain present if they so desire.
- iii. If there is any deficiency in the Technical cover documents, the quotation will summarily be rejected.

8.2 Declaration of the list of technically qualified contractors/bidders

- i. Pursuant to scrutiny and decision of the Executive Engineer, after the Technical Bid opening, the list of eligible contractors/bidders having successfully qualified in the Technical Evaluation for the work whose financial proposal will be thus considered, will be declared.
- ii. While evaluating all the bids, the Executive Engineer may summon the contractors/bidders and seek clarifications / information or seek additional documents or original hard copy of any of the/all the documents already submitted for verifications and if these cannot be produced within a reasonably stipulated timeframe, their bids will be liable for rejection.

8.3 Opening and evaluation of Financial Proposal

1. Financial proposals of the contractors/bidders declared technically eligible will be opened electronically by the Tender Inviting Authority on the prescribed date and time.
2. Intending contractors/bidders may remain present if they so desire.
3. The offered rates will be read out to the contractors/bidders remaining present at that time.
4. After opening of Financial Proposal, preliminary summary result containing inter- alia the name of contractors/bidders and the respective financial rates quoted by them will be made and submitted to the Tender Accepting Authority for acceptance.
5. If the Tender Accepting 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 his/her office upload the final summary result containing the name of contractors/bidders and the respective rates quoted by them against each work after acceptance of the rate.
6. The Executive Engineer/TAA may ask any of the contractors/bidders to submit rate analysis to reasonably justify the quoted rate by that contractor/bidder.
7. If the lowest bidder/contractor backs out there should be re-tendering in a transparent and fair manner. In such a situation the TIA may call for Short Notice e-tender with time period as per Government order for re-tenders, if so necessitated in the interest of public works and take decision on the basis of L1 in the Re-Tender or subsequent e-tender.

8.4 Tender Accepting Authority (TAA)

As per prevalent orders of I&WD Tender Accepting Authority for this NIQ will be *The Superintending Engineer, Investigation & Planning Circle-I, I&W Directorate.*

9. Acceptance of e-NIQ

Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 12.5 above. The Tender Accepting Authority reserves the right to distribute the work amongst more than one contractor/bidder with same rate.

10. Execution of Formal Contract agreement after acceptance of Tender

The contractor/bidder, whose bid is approved for acceptance shall within 15 days of issuance of Letter of Invitation (LOI) to him/her, needs to execute a 'Formal Tender Contract/Agreement' with the Executive Engineer in quadruplicate in W.B.F No. 2911(ii) and other tender documents. During executing the 'Formal Contract/Agreement', the successful contractor/bidder will be provided all the tender documents free of cost.

11. Payment against bills raised by the contractor

The payment of Running Account for the work will be made after successful completion of a quarter and also according to availability of fund and no claim due to delay in payment will be entertained.

12. 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.

13. Withdrawal of Tender

Withdrawal of tender/bid 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.

14. Schedule dates for quotation

Sl. No.	Activity	Date & Time
1.	Bid submission end date	02.12.2016 at 17:00 Hrs
2.	Technical Bid opening date	05.12.2016 at 13:00 Hrs
3.	Uploading of the list of Technically qualified bidders	08.12.2016 at 13:00 Hrs
4.	Financial Bid opening date	To be notified later

Additional Terms & Conditions

1. Executive Engineer of the concerned Division is the Engineer-in-Charge in respect of the 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 tender is made with officers other than the Engineer-in-charge for speedy execution of work, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Section Officer/Junior Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorised to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of any dispute, the decision of Engineer-in-Charge shall be final and binding.
2. The Superintending Engineer as the rate accepting authority reserves the right to reject any or all tenders without assigning any reason thereof.
3. The contractors/bidders shall have to comply with the provisions of (a) Contract labour (Regulation & Abolition) Rules, 1970 and its revision (b) Minimum Wages Act 1948 and its amendments, or the modifications thereof or any other laws relating thereto enforced by the appropriate Government from time to time.
4. Imposition of any duty / tax / royalty etc 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.
5. The contractor should thoroughly scrutinise the site of work and relevant quotation documents, before submitting the e-quotation and satisfy himself/herself regarding the conditions and nature of works and ascertain the difficulties that might be encountered during execution of the work.
6. All sort of precautions should be taken for the safety of the work force deployed by the contractor and also others at worksite as per safety rules as is enforced by appropriate authority. The contractor will remain liable towards payment of compensation in accordance with the Workman's' Compensation Act etc for the labourers engaged and should deal to settle such cases promptly.
7. The contractor will have to maintain technically qualified employees and/or apprentices as per prevailing Apprentice Act or as stipulated in the contract.
8. Quantity of various items of work mentioned in the tender schedule or in work order is only tentative. During actual execution quantity of items may vary, even substantially. Payment will be made on the basis of quantum of work actually done in different items and no claim will be entertained for reduction of quantities in some items or due to omission of some tendered items.

SPECIAL TERMS AND CONDITIONS

1. **AMC includes periodical maintenance and corrective maintenance on call.**
2. **Periodical maintenance will have to be done once in every quarter** . Periodical maintenance includes proper cleaning of Hard disks, checking the installed softwares of the PC's and printers and their upgrading as and when required to keep the workstations in a running condition throughout the period of AMC. Upgrading of antivirus software will need to be performed at every 15 days interval. Net connection required for updating of such software is to be provided by the quotationer if the same is not available at the work station.
3. **The AMC shall include maintenance of all hardware and software (including OS and other pre installed package viz microsoft office etc) replacement of all spares free of cost including set specific printer heads.** However the AMC *does not include replacement of consumables and spares like printer ribbons, toners, cartridges, UPS batteries, PC monitors, damaged and unserviceable motherboard & hard disks.*

4. The scope of work includes support for antivirus diagnosing, removal of the virus and related operations. The antivirus software will be provided by the department. In case due to virus attacks hard disk formatting is required then the same shall be within the scope of work. Taking backup of required files and restoring the same shall remain under the scope of work.
5. **In case of major breakdown of PC or any peripheral requiring more than 24 hours to repair, standby machine of same configuration and working software will have to be provided free of cost or without any rental charge.**
6. For AMC related work, resident engineer / call support engineer(s) will have to be provided. Response time by which such engineer should attend any complain is "immediate" (i.e. within 10 minutes from call reporting) during office hours. For calls other than office hours the same shall be attended within 2 hours of fault reported.
7. The resident engineer / call support engineer(s) must be equipped with mobile phones and wireless modem (dongle) cost of which is to be borne by the bidder. He must be well aware of all kinds of trouble-shooting of all computers and their peripherals including CRT monitors, TFT monitors, printers of all types, scanners etc of various makes and specifications. He must be well conversant with Local Area Networking, configuring net work devices of all makes, routers etc.
8. In the event of unsatisfactory performance of the bidder during the contract period the tender may be terminated by the Executive Engineer-I, I&P Division (South) after giving one months notice. In such case of termination of the contract security money and Earnest money Deposit (EMD) submitted by the bidder will stand forfeited to government.
9. Bills for payment to be submitted quarterly upon satisfactory execution of the work. Payment will be made on quarterly basis and as per availability of fund.
10. Statutory deduction of Taxes will be made at source, in line with the law of the WB Govt.
11. The number and type of desktops and peripherals for AMC as given in list attached is indicative only and actual no and types may vary during work. If need be inclusion of new desktops may be made to the existing list by the EE-I, Inv & Planning Div (S). The extra work would have to be done and would be treated as excess.

Executive Engineer-I
Investigation & Planning Division (South)
Irrigation & Waterways Directorate

Tentative List of Computers & Peripherals

Computer		Printer		UPS		Scanner	
Brand	Nos	Brand	Nos	Brand	Nos	Brand	Nos
Assembled	24	HP deskjet D-1000	25	A.P.C.	66	HP flatbed A4	8
HP Compaq 2480	13	HP deskjet D-1460 /1560 /1668 / 2460 /2360	25	Smartpower	20	Others (flatbed A4)	7
HP Compaq 3090 MT /8100 /8200 / 8300	65	HP laserjet P-1108 /1560 /1106	48	Beetel	23		
HP Compaq dx 2280 MT /260 MT /7380 MT	27	HP officejet 7000 /6000 /5610/ 53608	10	Frontech / Lumina	15		
Del INSPIRON / (H30T7RI) / - G40T7RI / F6KK7RI/ LJK7RI	10	HP laserjet 1007 /1020	22	AVO/ Power com	8		
Lenevo -2360	4	Leser jet pro 4000colour / Photo smart C 3188 etc	8	Microtower/ uniline	8		
Others	12	Others	12	Others	10		
Total Qty (annexure)	155		150		150		15
No. of months	12		12		12		12
Total Price (Rs)	1860		1800		1300		180

FORM 1

APPLICATION FOR e-QUOTATION

To be typed in company/organisation letter head, scanned and submitted)

To
The Executive Engineer - I
Investigation & Planning Division (South) ,
I&W Directorate

NIQ No : 06 / IPDS of 2016-17

Dear Sir,

Having examined the NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the works as per Quotation 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 - 4

Declaration against Common Interest

(To be typed in company/organisation letter head, scanned and submitted)

Ref:- NIQ No : 06 / IPDS of 2016-17

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 : 06 / IPDS of 2016-17** 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 contractor/bidder
with official seal if any

BILL OF QUANTITIES

(to be submitted in Financial proposal cover)

NIQ No : 06 / IPDS of 2016-17

Name of Work: Comprehensive Annual Maintenance contract for desktop computers printers and scanners installed at different offices of the I&W Department at Jalsampad Bhavan, Salt Lake Kolkata - 91

Note: Rate to be quoted per unit per month

Name of Agency :

Sl No	Item Description	Quantity	Unit	Rate	Amount
01	Desktop computer including all peripherals viz Key Board, Mouse, Monitor, & UPS.	1860	Each		
02	Printers	1800	Each		
03	A4 Scanners	180	Each		
Total (In Fig)					
Quoted amount in Words					

Signature of contractor/bidder
with official seal if any

Memo No:- 943/10-15

Dated:- 15.11.2016

Copy forwarded for information and necessary action for wide circulation to:

1. The Superintending Engineer, I.&P. Circle-I, I.&W. Dte. Jalsampad Bhawan, Kolkata- 91.
2. The Executive Engineer, DVC Study Cell, I.&W. Dte. Jalsampad Bhawan, (7th floor), Kolkata-91.
He is requested to upload the NIQ in the Departmental website.
3. The Sub- Divisional Officer, I.&P. Division(South), Jalsampad Bhawan,Kolkata-91.
4. The Divisional Accounts Officer, I.&P. Division(South), Jalsampad Bhawan,Kolkata-91.
5. The Estimating Section, I.&P. Division(South), Jalsampad Bhawan,Kolkata-91.
6. Notice Board.

15/11/16
Executive Engineer-I

Investigation & Planning Division (South)