



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Superintending Engineer
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NOTICE INVITING e-QUOTATION

e-N.I.Q No. - WBIW/SE/MEC/e-NIQ- 09/2016-17

Memo No. - 147/IT-6

Dated :- 06/02/2017

Separate Quotations are being invited by the **Superintending Engineer**, Mechanical & Electrical 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 (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-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. 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, between 10AM -5PM for any query on e-Quotations, obtaining DSC, training on e-Quotations usage, free of cost.

Intending contractors/bidders are required to download the e-Quotation documents directly from 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 for 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. 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-tender portal shall be such that 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 on line is 27.02.2017 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 e-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. 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

Memo No. 147/1T-6

Dated :- 06.02.2017

e-N.I.Q No.: - WBIW/SE/MEC/e-NIQ- 09/2016-17

Sl. No.	Name of Work/Scheme/Project	Designated Executive Engineer with Headquarter (In case of more than one is engaged, to be decided by the Tender Accepting	Earnest Money Deposit (Rs)	Time allowed for completion (in days)	Source of fund	Minimum eligibility of the contractor/bidder for participating in the e-Quotation	Physical Milestones for completion of each work within stipulated time (Refer to Clause 14 of the General Conditions)										
1	2	3	4	5	6	7	8										
1.	Supply Installation Testing and Commissioning of Biometric Based Attendance Monitoring System at Jalasampad Bhawan, Salt Lake, Kolkata-700091 during the year 2016-17	Executive Engineer, Metropolitan Electrical Division,	Rs.1,00,000.00 (Rupees one Lakh only)	90 days (Ninety) days .	CORE STATE PLAN	Bonafide contractors/bidders/authorized vendor of OEM/OEM having credential of execution of similar nature of work (single work order) of value of 30% of respective quoted amount.	<table border="1"> <tr> <th>Physical Progress of the whole work</th> <th>Time Allowed(From the date of commencement</th> </tr> <tr> <td>1/4</td> <td>25 days</td> </tr> <tr> <td>2/4</td> <td>45 days</td> </tr> <tr> <td>3/4</td> <td>65 days</td> </tr> <tr> <td>Full</td> <td>90 days</td> </tr> </table>	Physical Progress of the whole work	Time Allowed(From the date of commencement	1/4	25 days	2/4	45 days	3/4	65 days	Full	90 days
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3/4	65 days																
Full	90 days																

- N.B:-**
- 1) Detail specification of all materials are in separate sheet as ANNEXURE-I enclosed.
 - 2) Contractor/Bidders strictly fill up form No. 1, 2, 3 & 4 attached with this e-NIQ .
 - 3) Follow the NIQ Clause 2.3 Financial Proposal.
 - 4) Details Scope of work attached with this e_NIQ
 - 5) Approved make/brand of major items attached with this e NIQ as ANNEXURE-II.

Terms & 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/Autonomous/PSU Organisation for execution of **Similar nature of works are eligible to participate. Joint venture firms are not eligible to participate.**

Note: *In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each of the constituent must have at least some work credential. Individual constituents of a Consortium cannot form another Consortium*

2. Submission of Quotations:

2.1 General process of submission:

Bids are to be submitted online through the website stated above. Bidders are required to submit 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 e-NIQ. Bids are to be submitted in two folders at a time for the work, one is **Technical Proposal** and the other is **Financial Proposal**. The Contractor /bidder shall carefully go through the all documents of the e-Quotation 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/She needs to fill up the rates of items including all charges 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 document. Documents uploaded by the bidders with all information & rates comprising Technical bid and Financial bid cannot be changed after last/end date for submission of e-tender.

2.2 Technical Proposal:

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

A. Technical cover containing:-

- i. Application for e-Quotation (vide Form-1) (to be submitted in **"Forms" folder**)
- ii. Notice Inviting e-Quotation (e-NIQ) (to be submitted in **"NIQ" folder**)
- iii. Credential Certificate (to be submitted in **"Forms" folder**)
- iv. Declaration of not having common interest in the same serial (vide Form-4 to be submitted in **"Forms" folder**)
- v. Drawings, if any. (To be submitted in **"Drawings" folder**)
- vi. Addenda/Corrigenda: If published; (to be submitted in the **'NIQ folder merged** with e-NIQ already uploaded as pdf file)

- NOTES:**
- 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 missing in their on-line bid submitted.*

B. My Document [OID* Cover] containing:

My Document Format for uploading in the OID folder:-

Sl. No.	Folder name	File description	Details	Remarks if any
A	Certificates	<i>certificates.pdf 1 certificates.pdf2 certificates.pdf3 certificates.pdf 4</i>	1. Professional Tax Payment Certificate (PTPC) 2. PAN Card 3. Value Added Tax (VAT) Registration Certificate in West Bengal (TIN)/CST Registration for outside State 4. Latest I.T Return Receipt	
B	Company Details	<i>companydetails.pdf 1 companydetails.pdf 2</i>	1. Proprietorship Firms (Trade Licence) 2. Partnership Firms (Partnership Deed, Trade- Licence, Form-VIII or Memorandum of Registration) 3. Limited 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.	
C	Credential of works	Credential pdf 1 Credential pdf 2 Credential pdf 3	1. BOQ duly authenticated by issuing authority and work order. 2. 100%completion certificate for completed work, or 3. Gross bill of 100% completed work including excess and supplementary items not covered in original BOQ.	
D	Financial credential	Payment certificate .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**”) comprising the following:**

- 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.
- Value Added Tax (VAT)/CST registration certificate.
- Latest Income Tax Return receipt.

ii. Company Details file should be “companydetails.pdf**”) comprising the following:**

A. Details for Consortiums formed out of Proprietorship Firms &/ Partnership Firms Deed of Consortiums formed with Partnership Firms etc, and documents for 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 the application.

Note: An affidavit regarding authorized user of DSC for Consortium and a declaration regarding such authorization for Limited companies is required to be uploaded on-line along with the Quotation. Scanned copies in pdf 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. State Registered Co-operative Societies and Companies (*name of file "companydetails.pdf"*)

- a. Society Registration certificate in the State from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and Bye-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 ROC under Indian Companies Act.
 - d. Any other documents showing names and signatures of latest elected office bearers/Directors/Board Members.
- iii. **Credential:** Scanned pdf of work credential issued in favour of the contractor/bidder as detailed under clause 5 later. Bill of Quantities (BOQ) duly authenticated by the competent authority along with work order is to be submitted uploaded under 'OID' cover (*name of file should be "credential.pdf 1"*). In case of execution of supplementary/substitute supplementary having value more than 30% of the BOQ, final gross value of bill (without contractual rate) including such supplementary/substitute supplementary may be considered in lieu of the original BOQ and scanned and authenticated copy of the Bill shall be uploaded in the '**credential.pdf 2**'.
- iv. **Others:** Any other document found necessary.

Note : Failure of submission of any of the above mentioned documents will render the e-Quotation liable to summarily rejection.

2.3 Financial Proposal/ bid under Financial cover:-

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

- i. **Bill of Quantities (BoQ):** -The contractor/bidder is required to quote the rate as item wise including all Charges in the BoQ online through computer in the space marked for quoting rate in the BoQ. However the L1 bid(Lowest bid price) would be determined only on the basis of overall bid price in respect of the total BOQ of the e-NIQ and not on the rates of individual items or sub component works of BOQ.

Note:

1. 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 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.

2. BOQ without a valid offered bid at the designated space provided in the BOQ will be rejected.

3.a. 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://wbtdenders.gov.in> and also the Departmental website www.wbiwd.gov.in. In case of off-line Quotations having Quotation value below ` 5.00 lakh, Quotation documents are available free of cost in the office of the Quotation Inviting Authority and also made available in the Departmental website www.wbiwd.gov.in. Cost of Quotation document shall not be charged even during execution of formal Quotation contract/agreements. However, the contractors/bidders may wherever necessary be charged suitably for asking 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 1st 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 by 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 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 Quotating 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:

- a). 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 on-line EMD 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 credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited 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.

b)ii. Mode of Payment of Balance EMD (if required):

The bidder, whose bid is approved for acceptance, shall have to execute 'Formal Agreement' in **W.B.F. No.- 2911(i) as per rule** (original duplicate, triplicate & quadruplicate) with the Quotation inviting Authority by **depositing remaining amount of Earnest money(if required) to make @ 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 Electrical Division**, payable at **Kolkata** within 15 (fifteen) days of the receipt of Letter of Acceptance (LoA) to him/her. Necessary document will have to be obtained free of cost from the office of the **Executive Engineer, Metropolitan Electrical Division** within 15(fifteen) days from the date of receipt of the intimation of acceptance of his quotation, failing which the Quotation shall automatically stand cancelled.

4. Credential Certificate:

- 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 tender (Tender 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.

5. Eligibility Criteria:

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 tender (i.e tender 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-tender 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-tender. 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 tender (i.e Quoted 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 tender,
 - 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 tender 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 tender in which the Consortium intends to participate.

6. 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), 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-tender process prior to the issue of work order, the Tender Inviting Authority will immediately bring the matter to the notice of the Executive Engineer 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 Tender Inviting Authority and the contractor/bidder may be suspended from participating in all future tenders on the e-Tender 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-Tendering 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. tender for a period up to three years. For e-tenders where such suppression / distortion / falsification is detected at an advanced stage of e-tender 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-tender.

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/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.

8. Site inspection before 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. The contractor/bidder may also contact the office of the **Executive Engineer/Metropolitan Electrical 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.

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 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-tender 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 Tender Evaluation Committee.
- v. Procedure to be followed for opening of a Financial bid is explained later under clause 13.5

10.2 Tender/Quotation Evaluation Committee

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

10.3 Uploading of list of technically qualified contractors / bidders in the web portal/s

- i. Pursuant to scrutiny and decision of the Tender 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.

10.4 Opening and evaluation of Financial Proposal:-

- i. Financial proposals of the bidders/contractors declared technically eligible by the Tender- Evaluation Committee (TEC) will be opened electronically by the Tender 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-tender 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-tender web portal platform.
- iv. If the Tender/ 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 Tender- 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 Tender/ 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 much above 10% of the Tender value, all the bidders qualified in technical bid will be notified through system generated e-mail and mobile phone sms to attend e-sealed bid tender-cum-auction on a predetermined date and time to be held in the office of the Tender 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 Tender Committee open off-line bid negotiations with **only the L1 bidder** to lower down the e-sealed bid tender cum auction rate may be held by the Tender 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 1st e- Quotation is less than three, the e-tender 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-tender is to be cancelled as well and fresh e-tender (i.e 2nd e- Quotation /3rd e- Quotation) may be invited by suitably lowering of minimum eligibility criteria for bidders.
- vii. After holding such e-sealed bid tender 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-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. Penal action for premature withdrawal by bidder has been stated under clause 9 earlier.

10.5. Quotation Accepting Authority:-

As per latest delegation of power order, Tender Accepting Authority for different values of tenders is as below:

- i. For tenders up to Rs 200.00 lakh plus 5%*: *Superintending Engineer, Mechanical & Electrical Circle, Irrigation & Waterways Directorate*
- ii. For tenders above Rs 200.00 lakh* : *Chief Engineer, South 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.

10.6 Procedure to be followed for acceptance of Quotation:

i. Selection of contractor/bidder should be made on the basis of at least three valid e-Quotations, which shall be opened preferably in presence of their willing agents, if present. If the number of e-Quotations received is less than three, e-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, e-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-Quotation 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 **Superintending Engineer Mechanical & Electrical Circle** and also wider publicity of 2nd 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.

vi. 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.

11. Acceptance of e-Quotation

Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 10.6 above. The Quotationr Accepting Authority reserves the right to distribute the work amongst more than one contractor/bidder with same rate.

12. Execution of Formal Contract agreement after acceptance of Quotation

After selection and obtaining administrative approval of the appropriate Authority, a letter of award (LOI/LOA) shall be issued by the quotation inviting authority then 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(i) and other quotation documents. During executing the 'Formal Contract/Agreement', the successful contractor/bidder will be provided all the Quotation documents free of cost.

13. Payment against bills raised by the contractor

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. 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.

i. 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.

14. Definition of Physical Milestones:

The time allowed for carrying out the work as entered in the Quotation shall be strictly observed by the contractor, and which shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Time being deemed to be the essence of contract on the part of the contractor; the contractor shall be bound in all cases, to achieve the 'Milestones' as specified in this NIQ into various 'Identifiable and quantifiable construction related stages' pertaining to the work. In the event of the contractor failing to comply with any of the conditions related to achieving the 'Milestones' within the specified time period prescribed for such 'Milestone' plus one month, he/she shall be liable to pay compensation.

If the contractor fails to commence and/or maintain required progress viz. Milestones defined in the e-Notice Inviting Quotation over the total time allotted for its full completion and fails to complete the work and clear the site on or before the end of contract period or extended date of completion, he/she shall, without prejudice to any other rights or remedy available under the law on account of such breach, pay as agreed compensation to the implementing Department. This will also apply to items or group of items for which a separate period of completion has been specified.

15. 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.

16. Withdrawal of Quotation:

Withdrawal of Quotation/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 and the bidder/contractor penalised in terms of Clause 3(ii) and clause 6 referred earlier would be applicable.

17. The work is turnkey project, any other item required for completion of the project but left inadvertently shall be executed with in the quoted rate.

18. the work shall comprise of entire labor including supervision and all materials necessary to make a complete installation and such test and adjustment and commissioning as may be required by the department. The term complete installation shall not only means major items of the plant and equipments covered by specification but all incidental sundry component necessary for complete execution and satisfactory performance of installation with all layout chart whether or not those have been mentioned in details in the tender document in connection with this contract.

19. Schedule of Dates for e-Quotating

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	06.02.2017 at 17.00 Hrs.	To be made available with the e- NIT in the website
2.	Document Download start date	06.02.2017 at 17.30 Hrs.	
3.	Bid submission start date	-do-	
4	Pre Bid Meeting to be held at the Office of the Superintending Engineer, Mechanical & Electrical Circle.	15.02.2017 at 12.00. Hrs	
5.	Document Download end date	27.02.2017 at 17:30 Hrs	
6	Bid submission end date	27.02.2017 at 17:30 Hrs	
7	Technical Bid opening date	01.03.2017 at 11.00 Hrs	
8	Uploading of the list of Technically qualified bidders	To be notified in due course.	To be notified to all bidders through e-mail
9	Financial Bid opening date	To be notified in due course.	
10	Uploading of CS (Comparative Statement) and uploading of Final FBE	To be notified in due course.	& SMS through auto-generation in the system.
11.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	To be notified in due course.	
12.	Uploading of Award of Contract (AOC) (Work Order)	To be notified in due course.	

Additional Terms & Conditions

1. The Executive Engineer of the concerned Division will be the Engineer-in-Charge in respect of the tender 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 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 (SAE) 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 tender contract only after consultation with the Tender Accepting Authority. If there are more than the Executive Engineer assigned for the tender, the Tender Accepting Authority would designate the concerned Engineer-in-Charge.
2. Acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof to the bidder. The accepting authority reserves the right to reject any or all tenders 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. Engineer-in-Charge shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on such grounds including non-possession of encumbrance free land.
5. Engineer-in-Charge shall not be held liable for any compensation due to machines becoming idle or any circumstances including untimely rains, other natural calamities, like strikes etc.
6. 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. However, service tax if eligible would be reimbursed to the contractor/bidder as per rules.
7. 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. Also it is instructed to compulsorily register his/her establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region for disbursing PF and ESI benefits of workers.
8. No mobilization / secured advance will be allowed unless specified otherwise in the contract.
9. VAT/Sales Tax, Cess, Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor/bidder. No extra payment will be made as a reimbursement or as compensation for these. The rates of supply and finished work items are inclusive of these taxes and charges.
10. All working tools & plants, scaffolding, construction of vats & platforms and arrangement of Labour Campus will have to be arranged by the contractor at his/her own cost.
11. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
12. The contractor/bidder should see the site of works and tender documents, drawings etc. before submitting e-tender and satisfy himself/herself regarding the condition and nature of works and ascertain difficulties that

might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements & security etc. Work on river banks may be interrupted due to a number of unforeseen reasons e.g. sudden rises in water levels, inundation during flood, inaccessibility of working site for carriage of materials. Engineer-in Charge may order the contractor to suspend work that may be subjected to damage by climate conditions. No claim will be entertained on this account. There may be variation in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river condition and local requirements etc. between the preparation and execution of the scheme for which the tendered rate and contract will not stand invalid. The contractor will not be entitled to any claim or extra rate on any of these accounts.

13. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of work. Instructions given by inspecting officers not below the rank of Assistant Engineer will be recorded in this book and the contractor must note down the action to be taken by him in this connection as quickly as possible.
14. The work will have to be completed within the time mentioned in the e-NIT. A suitable work programme based on time allowed for completion of work as per e-NIT is to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative who are to remain present at site daily during work execution at site within 7 (seven) days from the date of receipt of work order who will receive instructions of the work, sign measurement book, bills and other Govt. papers etc.
15. No compensation for idle labour, establishment charge or on other reasons such as variation of price indices etc. will be entertained.
16. 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. Proper road signs as per P.W.D. practice will have to be erected by the contractor at his own cost while operating public thoroughfares.
17. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or as stipulated in the contract.
18. The contractor will have to accept the work programme as per modifications and priority of work fixed by the Engineer-in-Charge so that most vulnerable reach and/or vulnerable items is completed before impending monsoon or rise in river flood water level or for other suitable reasons.
19. Quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess in any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief- Engineer /Government in the Irrigation & Waterways Department would be required depending on who so ever be the Tender Accepting Authority, before making such payment.
20. In order to cope up with the present system of e-billing, supply of departmental materials is generally not encouraged. However, Departmental materials may be issued to the contractor/ bidder to the extent of requirements as assessed and following accounts procedure in the Treasury system of bill payment and in instalments as decided by the Engineer-in-Charge. Issue of materials may be of three categories.
 - a) Materials issued directly to the work and subject to recovery.
 - b) Materials issued from departmental go down and subject to recovery.
 - c) Materials issued free of cost.
21. Any materials brought to site by the contractor subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hrs of issue of the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phase with due intimation to the Sub-Divisional Officer/Assistant Engineer concerned in conformity with the progress of the work. For special type of materials, i.e. Geo Synthetic Bags, HDPE Bags, Geo Textile Filter, Geo jute Filter etc. if any, relevant Data Sheet containing the name of the Manufacturers, Test Report etc. will also be submitted in each occasion. Engineer-in-Charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-Charge shall be final and binding.

22. For materials under category 20 (a), (b) & (c), the contractor will act as the custodian thereof. The materials will have to be carried from the nearest Departmental go-down to worksite by the contractor at his own cost. The contractor shall remain responsible for the proper storage and safety of the materials. Suitable Go-down/ Store shall have to be made by the contractor at his/her own cost. Penalty charges shall be levied at higher rate for loss, wastage, misuse. Surplus materials of the departmental if any, shall have to be returned to the issuing Go-down or store at the contractor's cost within the time frame as fixed by Engineer-in-Charge, otherwise, the cost at penal rate will be recovered from the bill. Indent for departmental materials shall be submitted by the contractor to the AE/S.D.O. at least 7 days in advance of actual requirement. No claim will be entertained for non-issuance of such materials in time but reasonable extension of time will be granted. All materials, whatever be the category thereof, shall be properly stored by the contractor in suitable go downs near the site of work at his own cost & under no circumstances whatsoever shall any material be removed from the site of work without prior written permission of the Engineer-in-Charge. The contractor shall be responsible for any damage or loss of such materials.
23. The contractor shall also have to satisfy the Engineer-in-Charge regarding the proper utilization of materials which have been issued departmentally.
24. Value of the material, under category (a) & (b) of Rule 20, will be recovered from the bills of the contractor in one or successive instalments as may be decided by the Engineer-in-Charge.
25. Requisite quantity of cement as may be required for the work will be supplied from the nearest Departmental go down if stock permits. The issue rate of cement is shown in the Schedule of materials attached. Any excess consumption of cement by more than 5% over the final consumption statement drawn up as per consumption rate specified in the Schedule will be recovered at a penal rate shown in schedule.
26. Reinforcement steel rods/MS sheet piles/bitumen will be issued when stock permits, from the nearest departmental go-down where such material is available in marketable length/quantities. While issuing the same, for any particular work the quantity actually required as per approved drawing shall only be issued. While executing the work, it will be responsibility of the Contractor/bidder as well as the Engineer-in-Charge to get this quantity properly utilized in the work. Cut pieces, if any will not be taken back by the Department. Recovery for the total quantum of steel issued will be made at the issue rate shown in the Schedule below. In case of misuse over +10%, deduction will be made at a penal rate shown in the Schedule below. This whole principle shall apply in case of other M.S materials like sheet piles and structural steel members as well.

SCHEDULE OF MATERIALS TO BE SUPPLIED DEPARTMENTALLY AND THEIR RECOVERY RATES

Sl. No	Name of materials	Issue rate (in `)	Unit	Penalty recovery rate for loss or misuse or wastage (if otherwise not mentioned specifically in the SoR)	Place of delivery
01	Cement		MT	2 (Two) times issue rate	Departmental Godown
02	Reinforcement steel rods, structural steel members, M.S sheet Piles		MT	2 (Two) times issue rate	-do-
03	Bitumen		MT	2(Two) times issued rate	-do-

27. All queries and disputes arising out of the works tender contract is to be brought to the notice of the Chairman of the 'Department Dispute Redressal Committee' in writing for decision within 15 days.

Sd/-
 Superintending Engineer
 Mechanical & Electrical Circle
 Irrigation & Waterways Directorate

Special Terms & Condition

1. The security deposit will be returned only after successful completion of work & after completion of the AMC period. In the event of failure to execute the order satisfactorily or in the event of default by the bidder during the warranty period, the security deposit will be forfeited.
2. **Warranty & Maintenance:-** The successful Bidder must furnish a warranty for all hardware, software and network items supplied for providing free post-installation comprehensive onsite maintenance and replacement support during a warranty period of 01 (one) year the said materials from the date of successful commissioning of overall configuration as certified by the Engineer-in-Charge. Warranty period shall commence after Commissioning of the job. During warranty & maintenance period one technical person should be available to attend the whole system on every working day throughout the AMC period.
3. **Product Literature:-** The bidder shall enclose product brochures, data sheets etc. of all major components like cameras, video management software, server, storage, switch, etc. along with the technical bid.
4. Design, Engineering, Supply, Erection and Commissioning of complete conferencing system at the designated locations as per features and requirements given in this document.
5. Supply and laying of all cables through cable racks, cable trays, conduits or inside suitable trenches (to be provided by the vendor including back filling) as required.
6. Installation, acceptable, testing, commissioning, field acceptance, test run and stabilization of the complete system.
7. Completion of drawings / documents as per the execution of work at site.
8. User Documentation, Warranty Certificates, Training etc. to be provided by the bidder.
9. Quotation specific authorization letter from the Original Equipment Manufacturer (OEM) for major items in their original letterhead addressed to the quotation inviting authority to support their offer.
10. Any other instruments / equipments / services, which are not explicitly mentioned above or in the price bid but deemed necessary for the successful operation of the system complete in all respects, shall be in bidder's scope.
11. Company & brand together should be present in India at least for last 5(five) years.

Sd/-
Superintending Engineer
Mechanical & Electrical Circle
Jalasampad Bhawan, (6th floor),

SCOPE OF WORK

The scope of work requires setting up **Biometric Based time Attendance Monitoring System (BBAMS) for 2000 employees at Jalasampad Bhawan, Salt Lake, Kolkata-700091**. Following is the requirement:

1. Installation and configuration of Biometric Based Attendance Monitoring System (BBAMS) and Security Surveillance System with web based access.
2. To deploy a full-fledged '**Time Attendance System**' for all the employees using biometric finger print device at different locations of Jalasampad Bhawan.
4. Basic Customization of the solution as per the need of Department.
5. All items mentioned in BOQ, must give integrated performance in their functionality
6. The training to manage the BBAMS and related software to Departmental Officers/ Staffs at the Jalasampad Bhawan premises.

Each of the above mentioned requirements should be as briefed below:

I. Deployment of 'Time attendance system' for all the staff

In order to maintain the time attendance records of the employee necessary biometric fingerprint recognition need to be installed. All the sensors will be used for monitoring the entry and exit time records of every employee. The time attendance data will be stored at the central server situated at the 4th floor of Jalasampad Bhawan and will be generated for monitoring by the various officials on web enable software.

A. Time Attendance reports should generate following reportsa.

Department /Section (Daily/Monthly/Date Range):

Should generate individual/department-wise report of employee's time and attendance details

b. Exception (Daily/Monthly/Date Range and Department Wise/office wise/ Employee Wise)

Should generate and present exception report, to view exceptional logs of employee

c. Muster (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate and present muster report to view muster of employee's attendance

d. Who is in (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate report which will be helpful to determine the number of employees available in the office on a particular Date and Time.

e. Arrival (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate and present report which will be used to see arrival time of employees,

f. Late Arrival (Daily/monthly/Date Range and Department Wise/ Employee Wise)

Should generate and present report that will show details of employees who are late.

g. Early Departure (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate and present report that will show details of employee who have left early.

h. Overtime (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate Overtime report which will be used to see overtime of employees.

i. Absent (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate report of the absent staff for the record of respective authorities.

j. Continuous late arrival

Should generate and present details of employee who regularly come late.

k. Continuous early departure

Should generate and present details of employee who regularly go early

l. Continuous absent

Should generate and present details of employee who are regularly absent without any application/notice.

B. Mode of working

a. All Biometric devices should be able to work in networked mode. In Network mode the device should be online with the Server on real time basis. It should be possible to remotely manage the device and add, delete modify and Synchronize changes from the central PC/Server with the device and vice versa.

b. Exporting Templates: All devices should have ability to upload/export fingerprint template to specified attendance Terminals through LAN and self Programmable facility to update User templates details to all Terminals, Templates for four or more fingers for each user should be possible to upload.

c. Fingerprint Auto Sensor: The device should have ability to sense fingerprint automatically without pressing any button and activate the fingerprint sensor for providing convenience to employee for faster authentication

d. Authentication Type: The system should support various authentication media to configure by different security methods such as finger prints.

e. Fingerprint Enrolment: The system should have the facility to enrol employee fingerprints and upload it to a biometric device/central server from the desktop PC using a USB based fingerprint scanner.

C. Time Management Monitoring Software features:

- The solution should be designed to work for multiple readers/sensors connected on LAN and **should be web based.**
- All reports should be available to the each respective DDO through LAN within the building.
- All Enrolments should be with fingerprints depending on selected mode.
- Department verifications should be by employee ID number and fingerprints only.
- It should be possible to mark all working days and holidays, in advance.
- Any number of office should be possible to be created
- Reports should be available online with office-wise, category- wise and also individual records in periodic, detailed and summary formats with activation & deactivation mode.
- The report system should be available with an intelligent active log analyzer.
- Transaction from each device should be available with, date, time, machine/location number, etc.
- Printing of employee details & reports should be possible.
- At a glance summary reports such as IN/OUT summary for whole month or period of each employee should be available.

ANNEXURE-I		
Sl. No.	ITEMS	SPECIFICATIONS/FEATURES
1.	For Item Serial No.- 1 of Price Schedule	Support authentication method like finger print. Support Multi-mode communications to include RS232/485, TCP/IP, USB and Wi-Fi/GPRS to make data management extremely easy. optical Fingerprint Sensor with Resolution: Upto 500 DPI, Enrolment Speed: < 0.5 Sec. USB Interface. 3" color TFT Touch Screen.. Fingerprint Capacity 3,000. Logs 100,000. TCP/IP, RS232/485, USB Host, Wi-Fi/GPRS. Power Supply 12V DC 400mA. Verification Speed Less than or equal to 2 sec. Support Push data technology, Device should be POE enable and should have sufficient ingress protection to avoid mishandling.
2.	For Item Serial No.- 2 of Price Schedule	Auto Push Data Service on Internet / GPRS. MS Access / MS SQL Server / Oracle Data-base. Parallel logs download optional. 150+ Industry standard reports. Also as mentioned in scope of work, softwares should be compatible to upgrade upto 15000 employees, All softwares should be original licensed version. The software should be compatible to the scope of work as laid down and should be customised as per the directives approved by the competent authority.
3.	For Item Serial No.- 4 of Price Schedule	Form factor Tower (5U rack able); Processors Intel® Xeon® processor E5-2600 v3 product family; Chipset: Intel C610 series chipset; Processor sockets: 2; Internal interconnect: Two QPI links at 9.6 GT/s; Cache: 2.5MB per core; core options: 6, 8, 10; Memory 12 DIMM slots: 16GB DDR4 up to 2133MT/s; I/O slots Support for up to total of 6 full-height PCIe 3.0 slots; RAID controller PERC H330; Network controller 2 x 1GbE LOMs; Hard drives 3TB 7.2K RPM SATA 6Gbps*2, 3.5in Hot-plug Hard Drive, 13G; I/O adapter options Broadcom® 5720-based rack network daughter card, Optional add-in NICs; Power supply 750W cabled dual redundant PSU; Systems management : IPMI 2.0 compliant; Remote management iDRAC8 with Lifecycle Controller, iDRAC8 Express , (default), iDRAC8 Enterprise (upgrade); 8GB vFlash media (upgrade), 16GB vFlash media; Operating systems supported Microsoft® Windows Server® 2008/2012 SP2, x86/x64 (x64 includes Hyper-V®), Microsoft Windows Server 2008/2012/2016 R2, x64 (includes Hyper-V), Novell® SUSE® Linux Enterprise Server, Red Hat Enterprise Linux; and any other items required to run the server/system satisfactorily as per scope of work.
4.	For Serial No.- 11 of Price Schedule	Intel Core i7 Processor, 3.4 Ghz, 8 MB Cache or better, Chipset -- Intel Q77 Express or higher, 4 GB DDR3 RAM with 32 GB expandability, Hard Disk Drive – 1 TB or higher, Monitor – 21 inch LED/TFT Digital Colour Monitor, Key Board, Optical USB Mouse, Laserjet Printer and any other items required to run the server/system satisfactorily as per scope of work.

ANNEXURE-II

SL NO	EQUIPMENTS/ITEMS	MAKE
1	TCP/IP based fingerprint based time attendance device. (Item Sl. No. -1 of Price Schedule)	Honeywell/Matrix/Bosch/Smart-i
2	CCTV camera(Item Sl. No. -3 of Price Schedule)	Honeywell/Matrix/Sony
3	Server(Item Sl. No. -4 of Price Schedule)	HP/Dell
4	cat 6 cable(Item Sl. No. -5 of Price Schedule)	D-Link, Digilink, Molex
6	3 KVA/5KVA online UPS (Item Sl. No. -6 & 7 of Price Schedule)	APC/Microtek
7	POE Switch & other allied components (Item Sl. No. -8 of Price Schedule)	Cisco/juniper
8	Desk Top Computer (Item Sl. No. -11 of Price Schedule)	HP/Dell/Lenovo

N.B : Make of the major components of the major equipments must be given by the bidder in the letter head along with authenticate documents from the OEM.

FORM – 1

APPLICATION FOR QUOTATION

(to be typed in Company Letter Pad, scanned and uploaded)

To
The Superintending Engineer
Mechanical & Electrical Circle
Jalasampad Bhawan (6th Floor)
Bidhannagar, Salt Lake City, Kolkata – 700091.

Quotation No.: _____

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. 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
and on behalf of (Name of Firm): _____
(In BLOCK CAPITALS)

Office Address: _____

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 :
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. e-Tender 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

Memo No: 147(9)/1T-6

Dated:06.02.2017

Copy submitted for favours of kind information to :-

- 1) The Secretary to the Govt of West Bengal, I. & W. Directorate.
- 2) The Chief Engineer, South, I. & W. Directorate. Govt. of West Bengal
- 3) The Joint Secretary(Works) to the Govt of West Bengal, I. & W. Department
- 4) The Dy Secretary (Works) to the Govt of West Bengal, I. & W. Department.
- 5) The Superintending Engineer, Metropolitan Drainage Circle, I&W Dte.
- 6) The Superintending Engineer, Eastern Circle, I&W Dte.
- 7) The Superintending Engineer, Western Circle-I, I&W Dte
- 8) The Superintending Engineer, Greater Calcutta Drainage Circle, I&W Dte
- 9) The Superintending Engineer, Western Circle-II, I&W Dte

Sd/-

Superintending Engineer
Mechanical & Electrical Circle

Memo No: 147(4)/1(9)/1T- 6

Dated:19.01.2017

Copy Forwarded for favours of kind information & necessary action to :-

- 1) The Executive Engineer, Metropolitan Electrical Division for wide circulation.
- 2) The Executive Engineer, Metropolitan Drainage Mechanical Division for wide circulation.
- 3) The Director of information, department of Information & cultural Affairs,
Writers' Building Kolkata -700001 for wide circulation.
- 4) The Notice Board of Mechanical & Electrical Circle.

Sd/-

Superintending Engineer
Mechanical & Electrical Circle