NOTICE INVITING e–QUOTATION

e-N.I.Q No. - WBIW/SE/MEC/e-NIQ- 10/2016-17

Memo No. – 247/IT-6   **Dated :- 23/02/2017**

    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 & W aterways 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 Bhavan, 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-Quotationing, obtaining DSC, training on e-Quotationing 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 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).

<u>Last date & time of submission of e-bids on line is 16.03.2017 <mark>till 17.00 Hours</mark>.</u>

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. 247/1T-6   **Dated :- 23.02.2017**

e-N.I.Q No.: - WBIW/SE/MEC/e-NIQ- 10/2016-17

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)	60 days (sixty days) .	CORE STATE PLAN	Bonafide contractors/bidders/authorised vendor of OEM/OEM having credential of execution of similar nature of work (single work order) of value of minimum Rs 40.00 lakhs	Physical Progress of the whole work	Time Allowed(From the date of commencement
							1/4	15 days
							2/4	30 days
							3/4	45 days
							Full	60 days

N.B:- 1) Detail specification of all materials are in separate sheet as ANNEXURE-I to Annexure-VI 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

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-Quotationr (*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**	*certificates.pdf 1* *certificates.pdf2* *certificates.pdf3* *certificates.pdf 4*	1. Professional Tax Payment Certificate (PTPC) 2. PAN Card 3. Value Added Tax (VAT) Registration Certificate in West Bengal (TIN)/CST Registration for outside State 4. Latest I.T Return Receipt	
B	**Company Details**	*companydetails.pdf 1* *companydetails.pdf 2*	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:*

a. 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.

b. Value Added Tax (VAT)/CST registration certificate.

c. 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 <u>receiving final payment,</u> 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. <u>Credential:</u> 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. <u>Others</u>: 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 <mark>quote the rate as item wise including all Charges in the BoQ</mark> 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 rejectet.
3.<mark>a</mark>. **Quotation Fee and Earnest Money Deposit (EMD):**
       i. **Quotation Fees:** Entire set of e-Quotation documents are made available free of cost through the State Government e-Quotation portal having URL https://wbtenders.gov.in and also the Departmental website www.wbiwd.gov.in. 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. <u>Login by bidder</u>:

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. <u>EMD payment procedure</u>:

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

i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.

ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

iii. Bidder will receive a confirmation message regarding success/failure of the transaction.

iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the Quotationing authority.

v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. **Payment through RTGS/NEFT:**

i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.

iii. Once payment is made, the bank would provide an "**UTR remittance number**" for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.

iv. If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.

v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-Quotation.

vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

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

C. <u>Refund/Settlement Process for EMD:</u>

a)i. After opening of his/her bids and technical evaluation of the same by the Quotation Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the Quotation inviting authority will declare the status of the bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respectivebidders' 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 anautomated 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 issuccessful.

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 <u>work of similar nature</u> (similarity in nature to be ascertained as per the guidelines stated in para 7(iv) **should be at least Rs.40.00 lakhs** 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 <u>works of similar nature</u> (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 Rs 35.00 lakhs** 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 Rs.100.00 lakhs** 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/pointedout 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.
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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.

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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/Quatation Evaluation Committee

Committee constituted from time to time bythe Govertment 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. 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. **Defination 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. Milesto nes 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-Quotationing

Sl. No.	Activity	Date & Time	Remarks
1.	**Publishing Date**	**23.02.2017 at 18.30 Hrs.**	**To be made available with the e- NIT in the website**
2.	**Document Download start date**	**23.02.2017 at 18.30 Hrs.**	
3.	**Bid submission start date**	**23.02.2017 at 18.30 Hrs.**	
4.	**Document Download end date**	**16.03.2017 at 17:00 Hrs**	
5.	**Bid submission end date**	**16.03.2017 at 17:00 Hrs**	
6.	**Technical Bid opening date**	**20.03.2017 at 11.00 Hrs**	
7.	**Uploading of the list of Technically qualified bidders**	**To be notified in due course.**	**To be notified to all bidders through e-mail**
8.	**Financial Bid opening date**	**To be notified in due course.**	
9.	**Uploading of CS (Comparative Statement) and uploading of Final FBE**	**To be notified in due course.**	**& SMS through auto-generation in the system.**
10.	**Uploading of the Letter of Invitation / Acceptance LOI/LAO**	**To be notified in due course.**	
11.	**Uploading of Award of Contract (AOC) (Work Order)**	**To be notified in due course.**	

Additional Terms & Conditions

1. The Executive Engineer of the 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.

<div align="right">
Sd/-
Superintending Engineer
Mechanical & Electrical Circle
Irrigation & Waterways Directorate
</div>

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 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.

3. **Product Literature:-** The bidder shall enclose product brochures, data sheets etc. of all major components like biometric attendance device/scanner, smart card access controller, NVR , cameras, video management software, server, storage, switch, etc. along with the technical bid.

4. Design, Engineering, Supply, Erection and Commissioning of complete Biometric Attendance management system at the designated locations as per features and requirements given in this document copy of design must be submitted to the EIC.

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, testing, commissioning, field acceptance, test run and stabilization of the complete system should be done by the agency.

7. Completion of drawings / documents as per the execution of work at site. should have to be submitted by the agency

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 should be submitted by the agency in technical bid.

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 have to be done in bidder without any additional cost.

11 Company & brand together should be present in India at least for last 5(five) years.

12 The Bidder shall have proper office providing support and services in Kolkata, West Bengal.

13. The Bidder must have engineers on its roll.

14. The Bidder should have its own service / maintenance facility. They must have their office in Kolkata,

15 Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or

blacklisted with any Govt. Agencies.

16 OEM should have proper office in Kolkata at least from last 5 years, documentary evidence should be provided.

17. the bidder and OEM must be an ISO 9001:2008 certification and certificate must be submitted in technical bid.

<div align="right">

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

</div>

Technical Specifications:

The proposed solution must be on 3-Tier architecture preferably (Web based) and preferably be built on OPC (proprietary solutions will also be acceptable) to achieve high stability & security, low TCO, ease of functionality and scalability. If any proprietary framework is used for deployment of the whole attendance system, all the licenses has to be supplied by the Bidder and the cost of Licensing of the proprietary platform will be included in the 'Total Cost Of Ownership' of the solution.

Solution Details:

Architecture:

Hardware should have two – tier architecture with separate Reader & Controller, to achieve 100% redundant system of capturing the time stamps and proper backup. Bidder has to ensure 100% attendance capturing and in case of any network or power failure attendance punch should not miss under any circumstances.

Network Compatibility:

Entire attendance recording devices, including controllers, server and client machines, will be TCP/IP networked. All these devices should also be both IPv4.0 & IPv6.0 compatible

Mode of Attendance Capturing:

Employee attendance data to be captured in real time in Biometric combined with Attendance card & key-in Authentication.

Detailed Hardware Specification

Detailed hardware specification for all devices are given in Annexure-I to Annexure-VIII

Time and Attendance Management Software (TAMS)

The application software will govern the Attendance Management parameters like Attendance Validation, Leave Management, and should be able to connect with the Payroll software(IFMS) and with future ERP system i,e compatible to connect NIC as & when needed, however required formats would be provided by I & WD as and when the integration is required.

The proposed solution must be on 3-Tier architecture (Web based) and preferably be built on Open Source Framework to achieve high stability & security, low TCO, ease of functionality and scalability. If any proprietary framework is used, then the cost should include as mentioned above. The solution will have the following key features:

Must be multi-user & secured with proper audit trail .

The WEB-UI of solution must be fully compatible with Microsoft Internet explorer on client-side OS Platform with its full functionality.

Any Industry Standard Database (SQL/RDBMS), must be used,

Application Framework preferably be on php/java.

The **TAMS** should support industry standard for database, networks, printers, video cameras, and more, such as OPC.

Target Web Server / application server must be secured against Malwares and hacking etc

The solution should enable I & WD'S staff to maintain the application quickly and easily, assuming staffs maintaining the application have an average level of IT literacy.

The whole **TAMS** will work on VPN with centralized management.

System Description

The System shall use biometric (fingerprint) authentication technique employing optical sensors for 1:1 biometric data matching with maximum 2 fingerprint templates stored on the smart cards with minimum 4 Kilobytes of rewritable memory.

The solution shall be based on individual smart cards to be issued to employees. The smart cards shall be based on iClass or MIFARE/DESfire 13.56 Mhz architectural platform for storing & accessing data items with minimum 1 KB memory. The Proposed System shall use Direct-to-card type dye-sublimation printing for smart card personalization. The smart cards shall employ lamination as additional levels of security, as per the advice/policy of I & WD'S.

The Proposed System shall store perpetual attendance records of all the employees & contracted personnel including all the transaction history associated with them.

The Controller / Readers shall provide an interface to the User ID card & the biometric signature verification & shall also perform the credential processing, data storage, controlling, & transaction logging and decision taking tasks at the device / controller level for uninterrupted system function even in case of a link failure.

Separate Readers for 'Enter' and 'Exit' operations may be used in most places. However, system should accept the changes as and when needed. The attendance system as well as the 'Time & Attendance Management' application must be able to handle the hybrid scenario.

Readers should provide a screen for messages to employees at the time of Attendance marking. Following messages must be displayed:

Access Granted or Denied

Employee ID

Time of Entry /Exit

These messages can be targeted for entire employee population, groups of employees, or individual employees.

The Proposed System wiring shall use structured cabling schema comprising CAT 6 cable for IP connectivity, 5-pair IS-694 compliant 1 sq mm cable for Wiegand data communication & 3-core 1.5 sq mm IS-694 compliant cable for power.

All employees shall be enrolled for biometric authentication. Each location will be provided with IN & OUT Reader-controllers connected to the centralized application through the LAN/WAN. Each employees personal details & photograph will be stored on central server &

fingerprint will be captured on-location/single registration area and will be stored on the smart card.

Employees will be categorized based on locations, designations, zones, shifts, Departments and any other parameter specified by the Deptt. . These parameters will be used to configure external and internal access, across various zones within the installation.

The Proposed System application will be seamlessly integrated with the I & WD'S HR management, payroll & ERP/IFMS/NIC system whenever needed in future, as of now none of these functionality required, however required formats would be given by the Deptt,

Other Technical Requirements

The Battery Backup of Biometrics Based Attendance Monitoring Systems shall be Minimum 1 Hrs (Either external or internal).

The Biometrics Based Attendance Monitoring Systems shall have built in TCP/IP connectivity.

All Access Controllers shall be enclosed inside a minimum IP30 rated enclosure. However these will be mounted in indoor locations.

The preferred system should make use of web technologies for reporting and administration and employ a biometric fingerprint system to capture and record sign-in and sign-out times at the physical locations.

The software program shall be a true 32-bit (should also be compatible with 64-bit OS & hardware), ODBC compliant application.

A proper control software should run on the central server, which should have a capability to control all the devices connected through VPN in future, system clock should be synced with the real time.

TAMs would also run on the central server and take the input from Control software and process the attendance of the employees, in case there are any updates available just by updating TAMs on a central server, should get the effect of such updates in all the locations.

Functional Specification

General.

The TAMS shall comply to the strict regulation and adapting state-of-the-art security technologies, the highest level of reliability, and integrate to networking infrastructures such as the Intranet, LAN/WAN.

The TAMS provided shall show proven operational record in the same or at least similar industries.

The main function of the TAMS shall be to control and monitor attendance of Employees

The TAMS provided shall support industry standards for database, networks, credential printers, video cameras, and more.

The TAMS shall preferably be of web-server and browser application based on a truly open protocol and non-proprietary industrial standards.

The TAMS shall run using a standard, Local or Remote database Server for configuration and central event logging. It must be modularly designed, providing an individual system for specific requirements.

The OEM Management Software shall only require a single hardware license key on the central login/database server for system operation. The system's functionality can be extended by exchanging the license file. The offered solution should not have any requirement of Hardware or software keys at the client workstations.

The entry and exit details of Employees with time stamps must be available in the OEM Management Software and the underlying Database connectivity is a must requirement for retrieving Data for external report development purpose other than those available in TAMS.

The TAMS & OEM Management Software shall be of modular design providing the flexibility allowing user to add or remove any components and/or controlled functions, in the event when operating requirements change as system expands.

The TAMS provided shall contain all the features and requirements specified, but not limited to, in this document. The Bidder shall highlight and update the owner of any new or special functionality that are useful and relevant to the user's application but not found in any part of this document.

The proposed TAMS shall fulfill the functions and specifications described in this document. In particular, the proposed access controller shall be equipped with all common interfaces such as, Ethernet for connection to the TAMS server running the management software.

The OEM Management Software shall allow marking Attendance by a Biometric & Proximity Contactless Smart card reader.

The TAMS Software will have the option to update Attendance record from the workstation manually with suitable authority.

The TAMS / OEM Management Software shall support up to four (4) different Wiegand card formats simultaneously. The number of each format supported shall be unlimited.

The TAMS / OEM Management Software shall be designed such that any point of failure within the system shall not affect the normal operation of the other sub-systems. It shall continue to operate even if the connection with the management software is not present.

The TAMS / OEM Management Software provided shall allow card personalization. That is, it shall include a tool for designing badges that supports the importing of bitmaps, text and database fields, such as name or badge number for creating of corporate badge designs printable on a standard card printer that come with a OS compliant printer driver.

The Bidder shall ensure that the system must be expandable and by adding new component to the existing system will not affect its normal operation.

Server Structure and System Architecture.

The Bidder shall design and decide depending on the occurring load, the TAMS to run on one or more servers operating as one system. One of these servers shall operate as the central or main server to the other. The operating system shall preferably be Red Hat Enterprise Linux 6 or any enterprise version of Linux. Windows 2008/2012 server is also acceptable as OS in this case.

Database for TAMS shall reside within the same server hardware. However, it shall be possible to also separate the TAMS application software and its database should it be necessary.

All alarms processing, logging, operator's response, data entry/input, graphical user interface and other system operations and management functions shall be performed at the TAMS workstations connected to the TAMS network.

All TAMS / OEM Management Software servers and workstations shall be connected using a standard IP network over the deptt. Intranet or dedicated LAN/WAN. It shall also support the use of wireless connection of mobile workstations, like laptop PC.

The TAMS / OEM Management Software shall have a multi-level priority interrupt structure proven in multi-tasking and multi-client real time applications. Simultaneous alarms/events monitoring by multiple users, system supervision and history archiving shall be availble without degradation of any functionality specified system or operation.

The TAMS / OEM Management Software shall allow the configuration for information access permissions, that is, user/operator profile for the access on the master records and/or event data, the permissions shall restrict to;

Read only

Read and write

Read, write, and change

Read, write, change, and delete

Communication and/or data exchange between the TAMS / OEM Management Software servers and all connected workstations shall be encrypted with at least 128-bit data encryption according to a certified algorithm.

The TAMS / OEM Management Software shall be able to provide and display the operating status of workstations/operators.

The TAMS / OEM Management Software system shall be designed such that any failure of any sub-systems shall not affect all the other sub-systems. This shall also apply to any loss of power supply or suffer a loss in communications due to a break in the communication loop. In any case, each sub-system shall continue to function in a fully operational state with no loss of functionality.

In the event of network communication failure between TAMS / OEM Management Software servers and workstations, all access control components and sub-systems shall continue to operate and be able to function independently. Once the network communication is re-established, individual access control sub-system controller and/or server shall automatically synchronized its transactions during the network downtime to the TAMS servers, without affecting the normal operation of the system.

The TAMS / OEM Management Software server shall act as the source that provides time synchronization to all sub-systems.

The TAMS / OEM Management Software shall have a modular structure that allow for future system expansion with minimum cost and disruption to the existing operational system. Such upgrade shall not make use of or compromise the spare requirement specified or utilizing or sharing any of its functions.

The TAMS / OEM Management Software shall be made expandable to support an unlimited number of integrated operator workstations.

The TAMS shall be able to make use of the existing open protocol drivers software available running on any PC installed inside the deptt. network, avoiding additional re-installing of the same application.

Instantaneous updating in OEM Management Software is a must feature. Automatic Data Transaction from OEM Management Software & TAMS is also a must requirement.

Key Features of OEM Management Software

The OEM Management Software proposed shall be proven to be robust and reliable prior to being supplied, installed, tested and commissioned. It shall be user friendly and flexible enough to provide interactive operator prompting to assist operator who are not familiar with the system

terminologies, operating system or menu structures, to be able to operate the system with ease and minimal training.

The OEM Management Software shall be of a web server based solution. Using standard Browser is required for a workstation to access the TAMS server to start daily alarm monitoring and management operation.

The OEM Management Software **and TAMS** proposed shall provide English descriptions and messages using both text based menus and graphical icon displays.

The OEM Management Software provided shall have support for central alarm monitoring and management; it shall also provide a wide range of display and control features. It shall provide a graphical user interface (GUI) that has the same look and feel regardless of which alarm is activated and received

Creation of individual authorizations per operator or operator group shall be possible. This includes, but not limited to;

Selectable displaying, monitoring, and control of locations, such as individual floor, building, or Plant permissions.

Selectable displaying, monitoring, and control of subsystems, such as Controllers & Readers.

Selectable displaying, monitoring, and control of detector points, such as readers.

The OEM Management Software shall provide practicable the central configuration platform or tool from where everything concerning sub-systems, system behavior, access control cardholder settings, display features, and authorizations are set up.

The OEM Management Software shall provide an easy and intuitive way of defining/designing the system behavior of alarms or events when they activate. It shall provide and allow system administrator during configuration with the use of 'IF' and 'THEN' and 'ELSE' or similar conditional functions to define the behavior of individual or groups of alarm /event.

The events log database shall include an advanced filter functions such that archive can be kept small and precise. If required, only desired information shall be archived.

The location and the relative size of an icon shall be pre-definable in the drawing, prior to importing into the TAMS. In this case, it will save the system administrator's time during configuration, as it could be done by the architect or draftsman.

The timer provided shall support time frames per weekday, public holidays, and individual programmable special days as desired by the user.

The OEM Management Software shall provide timer and schedule functions to support, but not limited to the following;

Time based display of information

Time based automatic controls into any sub-system

Time based access.

Graphical User Interface.

The OEM Management Software Graphical User Interface (GUI) shall be Web-browser based using standard Dynamic Hyper Text Mark-up language (DHTML) format, no separate software shall be required at each operator workstation for purpose of system alarms/events monitoring and operation. The GUI must be fully compatible with any standard web browser.

The OEM Management Software GUI shall allow easy customization using standard HTML editor, to create a favorable look and feel that is unique to the user, yet contains all interface control functions provided as in the default GUI.

The possible OEM Management Software GUI customizations shall include, but not limited to the following:

Inclusion of Department's logo(s)

Integration of Department's images as wallpaper

Provision of individual contents to each operator or operators group. An operator logging in to the system shall be automatically be detected and the OEM Management Software shall supply the right contents and display resolution pre-assigned to him.

The OEM Management Software GUI shall provide and display a complete overview of the operating status of all servers, workstations/operators, all the connected sub-systems, all panels and even the status of individual readers.

All connected system components shall be shown on the status tree where direct control shall be possible by clicking on the icon or detector address.

The device overview shall support state filtering and/or sorting function to search for specific device status, such as all devices having malfunction state. The states indicated in the device overview shall reflect exactly the same colour as the device icon shown in the location map.

Besides the status tree, the OEM Management Software GUI shall have a location tree to allow easy selection of locations and sub-locations, such as single floors or rooms. The location tree shall have no limits in the number of levels or sub-levels.

Along with the location tree, the TAMS GUI shall display the location map that is in the standard vector graphics format.

At the location tree, a single click on the location or sub-location shall show the assigned map or sub-areas with all detector icons visible for that area.

The OEM supplied software shall be capable to support, but not limited to the following. The limits stated below shall be extended should they be found insufficient.

Number of readers   – 500
Number of access groups   – 200
Number of Time Schedules -   200

Operator Rights : The OEM Management Software shall provide different access rights to individual or groups of system administrators for each configurable field within the software.

The software shall also allow the programming of individual operator's permissions on certain selectable fields for editing. Permission shall be configurable to the following:

read only

read and write

read, write, change

read, write, change and delete

Cardholder Enrolment - The OEM Management Software shall provide an easy way of entering cardholders into the central database. In addition to basic data, such as first name, last name, Employee number and access authorizations, the following information shall be possible, but not limited to

Employee ID, Validity period

Status fields, such as employee, visitor, guard

Address fields, Personal data

Individual fields editable by administrator

Cardholder Images - It shall be a standard feature provided in the TAMS management software for taking photos, scanning or importing cardholder images into the cardholder database.

Key Features of Time & Attendance Software (TAMS)

Network compatibility:

The attendance recording devices, including controllers, server and client machines, will be TCP/IP networked. All these devices should also be both IPv4.0 & IPv6.0 compatible.

Capturing Employee Attendance:

The system will capture employee attendance data in real time in Biometric combined with Attendance card Authentication.

Central Repository of Attendance Data

Employee attendance data will be stored centrally in central Server. The attendance application will run centrally with the already mentioned database in the backend. All the attendance-rules shall be implemented in this application. The rule-sets are given in compliance table later in this document.

Employee Self-Service with Role-Based Access:

Employees shall log into the central application through password authentication and view their self and their subordinates' attendance data (In case of Sectional Heads and above) along with their & their subordinates' Basic info.

Built-in / Seeded Reports:

The seeded reports, which come bundled with the solution, must cover the standard reporting need.

Database Access facility for reporting purpose:

The TAMS backend database must be accessible from an external reporting engine for development of reports as when required.

Maintenance of Group Privilege:

The TAMS will have different user types based on designation and application accessibility. Deptt. will share information on the users and relevant privileges that they want to have in the application. Named below are the user groups that will be created with mutually agreed privileges;

Administrative Users including System Administrators

Employee self-service Users for working on own data.

License cost for the above mentioned user matrix must be indicated and included in the technical & financial proposal of the solution.

Maintenance of Master Records:

The TAMS application will build master information (master tables) for the following areas;

Employee details E.g. Name, Employee no., Location, Department, Order (Reference Number to the transfer or Promotion)

Maintenance of History Record for Reporting Needs:

Application database will store history data for future reference. Historical information of all employees with respect to his/her attendance patterns will be stored and can be viewable via seeded / custom Reports

The system should track attendance and should record, but not be limited to arrival, departure, lunch, breaks, location transfers, going out to the field, and return time.

 The system should provide supervisors with the ability to view/review employee's attendance records/history.

The system should provide employees with the ability to view/review their own attendance records/history.

The system should provide the ability to create employee profiles which, at a minimum, should include Name, Position, Department, Default Location, and Assigned work schedule. This should be available for manual updating and automatic updating via data imports from Payroll and Human Resource system.

The system should provide the ability to add, activate, and deactivate employees.

The system should provide the ability to create various work schedules and assign employees to work schedules. Shifts can cross date, week, pay period, and yearly boundaries.

The system should provide the ability to change employee work schedules ad-hoc.

The system should provide managers with the ability to review and approve employee timesheets online.   The system should automatically approve timesheets which have no exceptions.   Exceptions are missed punches, extra punches, working additional hours, not working regular schedule, etc. In the case of timesheets with exceptions, these timesheets should be pushed out to managers for review and approval.

The system should provide methods to enforce management review and approval of timesheet with exceptions before being submitted.

 The system should also provide the ability to attach notes or comments to timesheets online.

 The system should have the capability to require notes or comments for specific situations.

 The system should provide managers with the ability to view and edit attendance records of employees.   These records should include but not be limited to arrival and departure times,

overtime, notes/comments, etc. In addition, the system should provide an audit trail of when and who made changes.

The system should provide the ability to submit approved attendance records to weekly, bi-weekly, etc. exports.

The system should have a report module in place to provide exception reports. The system should be able to capture all reports on an individual employee basis, by facility, as well as on a department-wide basis.

The system should also provide a report for tracking when employees leave, why they leave, destination, when due to return, and when they actually return. ("In/Out Board")

The system should also provide a regular report, by facility, that cumulatively lists all employees pay and leave events on a daily basis.

The system should provide the ability to export report content and other data to MS Excel/CSV and PDF.

The system should provide ad-hoc reporting capabilities. Users will have the ability to include/exclude data elements. Reports can be further customized using filter options, sort options, etc.

The system should have mechanisms in place for integration to I & WD's payroll and human resource systems for future needs.

The time synchronization of all the machines shall be from the server. The Reader/controller shall also have its own RTC calendar.

I & WD's Leave & Attendance Rule Sets and Bidders' Compliance:

A set of rules would be provided at the time of implementation of the project, however it is desired to have these rules administrative configurable, so that if there is any changes by Govt. of West Bengal, Administrator should be able to do these changes from the front end.

System should take care of all the holidays and Leaves through proper Holiday Module and Leave Module.

System should be able to handle post or pre Regularization, through proper security.

Detailed Scope of Work

Broad Scope of Work for the Bidder will be to provide an end-to-end solution for TAMS including but not limited to the following:

Supply & Install the Hardware & Software related to Attendance Management System (TAMS) at Deptt. Office and in future whenever there is a need just by adding devices system should be operational at desired locations.

Conduct an As-is study of the existing Software and the process and a prepare a blueprint for total mapping and migration of the existing Business Process & Logic to the proposed solution.

Installation & Configuration of Test & Production instance of Time & Attendance Management System (TAMS) software.

The scope of work includes supply, installation, commissioning & testing of Readers, Controllers, Access Server, Time & Attendance Software (Enterprise-Version), associated data & power cabling with minimum 1 year comprehensive Warranty as defined.

The scope of work includes laying of LAN network wherever required. It shall be the responsibility of the Bidder to supply & install any other items required which are not mentioned here but necessary for effective functioning of the system without any additional cost.

Training:

Training will be in three categories

System Administrators' Training

Administrative Users' Training

General Users' Training

Documentation & Deliverables

A detailed User Manual should be submitted to the Quotation inviting authority . The user manual will help to have a complete understanding of the application, the navigation paths along with its different features.

The draft User Manual should be submitted to Quotation inviting authority for approval. The final document will be submitted only after getting approval from Quotation inviting authority . The final document should be submitted as soft copy.

THE SOFTWARES CODES FOR THE APPLICATION (TAMS) AND DETAILED TABLE STRUCTURES TO BE SUBMITTED TO Deptt. AFTER SUCCESSFULLY IMPLEMENTING THE PROJECT

ALL THE DOCUMENTS AND CODES (IF POSSIBLE) FOR CONTROL SOFTWARE TO BE PROVIDED AT THE TIME OF FINAL HANDING OVER THE PROJECT.

Completion Period :

Following timeline is to be met by the Bidders for completion of the project

Sl No	Milestone	Time line (from the Date of Placement of PO)
1.1	Delivery of Hardware s	30 days
1.2	Completion of As-is Study at Jalasampad Bhawan	30 Days
1.3	Installation of Hardware at Jalasampad Bhawan	45 days
1.4	Laying of cabling, Mounting of Rack etc	30 days
1.5	Photograph Session -3 sessions	40 days
1.6	User Enrolment taking thumb impression	45 days
1.7	Test Run at Head Office	50 days
1.8	Go-live at Head Office	60 days

APPROVED MAKE

Sl No	Category	Approved OEM	Make offered by the Bidder (To be Mentioned by the Bidder)
1	Reader /Scanner	1. Bioscrypt (L-1 Identity Solutions Inc.) 2. Suprema 3. Safran Morpho 4. Bosch	
2	Camera & NVR	1. SONY. 2. BOSCH 3. Siemens	
3	Smart Card	1. HID 2.Philips 3.Mifare	
5	Access Controller (AC) & Access Control Software	1. BOSCH 2. Siemens-Siveillance Fusion Series 3. Honeywell-Prowatch series	
6	24 Port Layer-2 Switch (Commercial category)	1. Cisco 2 Juniper 3. Avaya	
7	RJ-45 I/O Wall Outlets & CAT VI Cable, Patch Panel	1. Schneider 2. Molex 3. AMP	
10	6U Wall-mount Rack with Power Distribution Units	1. APW President 2. Valrack	
11	Server / Desktop PC	1. HP 2.Dell 3. IBM	
12	UPS	1. Emmerson 2. Numeric 3. APC	

To be submitted by the bidder filling-up the following format

Annexure - I

Sl No	Category	Specification	Compliance (*To be stated in terms of "Yes/No") In case of non-compliance / higher specification, values or description to be provided)
1.	**Reader /Scanner**		
1.1	False Acceptance Rate (FAR)	1% in ideal conditions	
1.2	False Rejection Rate (FRR)	1 % in ideal conditions	
1.3	Compatible Sensor	Sagem /Suprema/Secugen, All 500 dpi and ISO 14443A compliant sensor	
1.4	Operating Temperature	-10° to + 50°C	
1.5	Verification Time	< 2 sec	
1.6	Display	1. LCD or LED with following Messages 2. Employee ID 3. Access Status (Granted/ Rejected) 4. Access Date & Time 5. Reader status display	
1.7	Minimum Events Log Storage Capacity	50,000	
1.8	Environmental Protection	The reader should be minimum IP65 rated with waterproof structure suitable to use in outdoor	
1.9	Communication	LAN, RS485 Wiegand (Customizable format up to 256 bits) for connecting to access controller,	
1.10	Indicators	Multi colour LED Indication.	
1.11	Image Quality	Excellent image capture system assuring good quality with a low	

Sl No	Category	Specification	Compliance (*To be stated in terms of "Yes/No") In case of non-compliance / higher specification, values or description to be provided)
		level of distortion (1%).	
1.12	Keypad	3X4 keypad Alphanumeric keypad ,3 navigation keys	
1.13	Internal Card Reader Options	Integrated card reader for iClass or MIFARE/DESfire cards	
1.14	Compatible cards	iClass or MIFARE/DESfire 13.56 Mhz	
1.15	Authentication Mode	Matching 1:1 (2 templates) Smart Card + Finger	
1.16	Standard	The reader should conforms to ISO (14443A) 13.56 MHz.	
1.17	Audio Feedback	Audio feedback.	
1.18	Power Requirement	230 V AC @ 50 Hz 230 V AC @ 50 Hz	
1.19	Installation Surface	Wall Mounted	
1.20	Standards	CE,FCC,RoHS Compliant	
2.	**Smart Card**		
2.1	Type	Contact less Smart	
2.2	Operating Frequency and Compliance	Operating frequency shall be 13.56 MHz and shall meet ISO 14443A (type 1,2,3) standards.	
2.3	Read range	Up to 5 cm	
2.4	Durability	Passive, no-battery requirement	
2.5	Memory	Minimum 4KB for storing 2 Templates on card	

Sl No	Category	Specification	Compliance (*To be stated in terms of "Yes/No") In case of non-compliance / higher specification, values or description to be provided)
2.6	Authentication	Mutual Three pass authentication (ISO/IEC DIS 9798-2)	
4.	**Access Controller (AC)**		
4.1	Standard	Shall conform to CE, UL,EN Standards.	
4.2	Processor	32 Bit 30 MHz based integrated Renesas microcontroller type.	
4.3	Reader Interface	4 reader interfaces: - Wiegand or - RS-485, 2-wire, opto-coupled, 19.200 Bd	
4.3.1	Software Interface & SMPS	Enterprise Software + Controller +Power Supply along with housing should be of the same make to avoid any conflict. Must have a inbuilt Battery Input Power 230 V	230 V AC @ 50 Hz
4.4	Power Requirement	230 V AC @ 50 Hz 230 V AC @ 50 Hz	
4.5	Form Factor	The AC hardware design shall be of standard 19" rack mountable and also rail mountable for installation in a minimum IP30 rated enclosure.	

Sl No	Category	Specification	Compliance (*To be stated in terms of "Yes/No" In case of non-compliance / higher specification, values or description to be provided)
		The controller should be modular in size for proper mounting at sites in small areas.	
4.6	Connectivity	The connection from the AC to the ACS server running the management software must be Ethernet 100BaseT.	
4.7	Display	16-characters liquid crystal display (LCD), and a button provided for selecting the display to show all its network parameters and actual status like: a. IP address of the controller b. MAC address of the controller c. DHCP on/off d. Status of all the inputs connected to it e. Status of all the outputs connected to it f. Online and Offline status of the controller g. Firmware version h. Date and Time – A real time clock (RTC) that will adjust itself to leap year computations automatically.	
4.8	In-built Memory	Minimum 2 GB Compact flash (CF) memory card for storing cardholder data and access events	
4.9	Event Storage Capacity	Minimum 200000 cardholder database (upgradeable to 400,000), each having a programmable 4 – 6 digits (Personal Identification Number) PIN codes & 100000 transaction storage.	

Sl No	Category	Specification	Compliance (*To be stated in terms of "Yes/No") In case of non-compliance / higher specification, values or description to be provided)
4.10	General Features	The AC memory shall under no circumstance loose a single, not even the last transaction when power fails.	
4.11		The AC and all devices connected to it shall continue to operate and control access in off-line mode, even if the computer network fails.	
4.12		The AC provided shall support multiple, but not limited to the following card formats: a. Wiegand 26 Bit b. Wiegand 35 Bit (HID Corporate 1000) c. Wiegand 37 Bit (HID iClass) d. Mifare 32 Bit CSN	
1.1		The AC shall provide minimum eight programmable I/Os on board, and shall be expandable to 56 each, using I/O extensions.	
1.2		The AC shall support standard CF flash memory card for storing cardholder data and access events.	

NOTE: Readers would be connected to controllers through wiegand connectivity, in addition readers & Controlers would be connected to switch also, readers would be drawing power from controller and controller would be backed up by internal battery backup of 40 minutes.

Annexure – IV

Server Specifications:

Server – 1 (Application Server)

CPU: Intel Xeon E3-1220V5
RAM: 16GB DDR3 1600U Ram
4 DIMM SLOTS
500 GB SATA Hard Drive * 2 Nos
HDD Cage: 2LFF HDD (3.5Inch)
Dynamic Smart Array B140i Controller Card
Ethernet Port: Ethernet 1Gb 2-Port 332i Netwrok Adapter
Optical Drive DVD RW
Form Factor: 1U Rack form factor
Windows Server Operating System
Support: Includes 3 Year NBD Support

Server – 2 (Database Server)

CPU - Intel Xeon E5-2620
Power Supply: RPSx2
RAM: 32 GB DDR4 Smart Memory
SERVER SHOULD HAVE 8 DIMM SLOTS
500 GB SATA Hard Drive * 3 Nos
RAID Controller to configure 3 HDDS in RAID
HDD Cage: 4LFF
Ethernet Port: 1Gb 361i Ethernet Adapter
Optical Drive: DVD RW
Form Factor: 1U Rack form factor
Windows Server Operating SystemMemory protection features - Memory Online Spare Mode

Annexure – V

UPS Specifications:

TECHNICAL SPECIFICATION OF 2KVA On line ups (1Ph Input - 1 Ph Output)		Complied Yes/No
Technical Parameters		
UPS Toplogy	Double Conversion On-Line	
Power Rating (VA / Watts)	1600 Watts / 2000 VA	
Form Factor	Rack Mountable option should be available, Rack Height should be 2U.	
Input Parameter		
Nominal Input Voltage	230V	
Input Frequency	40-70 Hz (auto sensing)	
Input Connections	Hard Wire 3 wire (1PH+N+G),	
Input voltage range for operations	160 V - 280V	
Input Power Factor (100 % Load)	0.98 typical	
Input protection	Circuit breaker	
Battery Management		
Battery Type	Sealed Maintenance Free (SMF) / Valve Regulated Lead Acid (VRLA) type, Flooded / tubular / vented type	
Battery make	Exide / Amararaja / Panasonic/Rocket	
Battery charging	Constant Current & Constant Voltage	
Back up time	90 Minutes back up on 1400 Watts IT Load	
VAH Required	**3024, Offer VAH should be mentioned by bidder**	
Output Parameter		
Nominal Output Voltage	230V	
Output Voltage Note	Configurable for 220 : 230 or 240 nominal output voltage	
Efficiency at Full Load	92 % in online mode	
	97 % in green mode	
Output Voltage distortion	Less than 5%	
Output Frequency (Sync to mains)	50/60 Hz +/- 3 Hz	
Crest Factor	3:01	
Waveform Type	Sine wave	
Output Connections	Hard Wire 3-wire (H N + G)	
Bypass	Built-in Static Bypass	
Communications & Management		
LCD Display	The display interface options are visible on this LCD screen. Press any button to activate LCD, if the display is not illuminated.	
Audible Alarm	Alarm when on battery : distinctive low battery alarm : overload continuous tone alarm	
Emergency Power Off (EPO)	Yes	
Environmental		
Operating Temperature	0°to 40°C at 100% load	
Operating Relative Humidity	0 - 95%	
Operating Elevation	0-900 meters	
Storage Temperature	-15 - 60 °C	
Storage Elevation	0-3000 meters	
Audible noise at 1 meter from surface of unit	55.00 dBA	
Conformance		

Standard Warranty	Two years warranty on ups and battery.	
Quality	ISO 9001, ISO 14001, OHSAS 18001 & BIS Certification	

Technical Specification of On Line UPS : 1000VA		
Sl. No		**Item Description**
	Output Capacity	670 Watts / 1000 VA
	Input	Nominal Input Voltage - 230 V
		Input Connections - IEC 320 C14
		Voltage Range : 160V - 286 V AC
		Frequency : 50 Hz +/- 3 Hz
		Input Voltate adjustable range for mains operation - 151 - 302 V
		Phase : Single phase 3 wire
	Output	Nominal Output Voltage - 230V
		Output Voltage Note - Configurable for 220 : 230 or 240
		Efficiency at Full Load - 88 %
		Output Voltage Distortion - Less than 5 % on full load
		Output Frequency (Sync to mains) - 50 Hz +/- 3 Hz
		Topology - Line Interactive
		Waveform Type - Sine Wave
		Output Connections - (8) IEC 320 C13, (2) IEC Jumpers
	Batteries & Runtime	Battery Type - Maintenance - free sealed Lead-Acid battery with suspended electrolyte : Leakproof.
		Backup - 40 Min. on 220 watt resistive load Total VAH - 264
		Typical Recharge Time - 3 hours
	Communications & Management	Interface Port (S) - DB-9 RS-232, SmartSlot, USB
		Control Panel - LED Status display with load and battery bar-graphs and On line : On battery : Overload and Bypass indicators
		Audible Alarm - Alarm when on battery : distinctive low battery alarm: configurable delays.
	Surge Protection and Filtering	Surge Energy rating - 320 Joules
		Filtering - Full time multi-pole noise Filtering : 0.3 % IEEE surge let-through : zero clamping response time : meets UL 1449
		Data Line Protection - RJ-45 Modem/Fax protection (four wire dual line)
	Environmental	Operating Environment - 0 - 40 °C
		Operating Relative Humidity - 0 - 95 %
		Operating Elevation - 0 - 3000 Meters
		Storage Temperatue - -20 to 50 °C
		Storage Relative Humidity - 0 - 95 %
		Storage Elevation - 0 - 15000 Meters
		Audible noise at 1 meter from surface of unit - 41 dBA
		Online Thermal Dissipation - 100.00 BTU/hr

		Conformance	Warranty - Two years warranty on UPS & battery
			Service Support - OEM should have own centralized Help Desk (24 X 7 Support with Toll Free Number.
			Manufacturer should be ISO 9001 , ISO 14001 & ISO 18001 certified

Annexure – III

Switch Configuration

Description	Network Switch – 24 Port Rack Mountable
Interfaces:	24 x 10Base-T/100Base-TX - RJ-45 - PoE; 1 x console - 9 pin D-Sub (DB-9) - management; 4 x Combo Ports
MTBF:	241,996 hour(s)
Voltage Required:	AC 120/230 V (50/60 Hz)
Depth:	10.1 inches
Maxiumum Storage Temp:	158 F
Device Type:	Switch - 24 ports - L3 - managed
Maximum Operating Temp:	104 F
Power Over Ethernet (PoE):	PoE
Weight:	8.2 lbs
Humidity Operating Range:	10-90% (non-condensing)
Rack-Mount 23 in. (58.4 cm) EIA:	Included
Routing Protocol:	Static IPv4 routing
Width:	17.3 inches
Performance:	Switching capacity: 12.8 Gbps; Forwarding performance (64-byte packet size): 9.52 Mpps
Cables Included:	1x Serial Cable
Jumbo Frame Support:	9 KB
Authentication Method:	Secure Shell (SSH), RADIUS, TACACS+
Flash Memory:	16 MB
Height:	1.7 inches
Localization:	Chinese (simplified), English, German, French, Italian, Spanish, Japanese
Ram:	128 MB
Minimum Storage Temperature:	-4 F
Status Indicators:	Link activity, port transmission speed, system
MAC Address Table Size:	16k entries
Power Device:	Power adapter - external
Humidity Storage Range:	10-90% (non-condensing)
Enclosure Type:	Desktop, rack-mountable - 1U
Capacity:	4K Active VLANs
Ports:	24 x 10/100 + 2 x combo ports

Card Printer

Print Method	Dye-sublimation / resin thermal transfer
Resolution	300 dpi (11.8 dots/mm) continuous tone
Colors	Up to 16.7 million / 256 shades per pixel
Print Ribbon Options	de easy-to-use ribbon with disposable ribbon and more economical and ecofriendly refill ribbon CO). **Both EZ and ECO:**

Full-color with resin black and overlay panel, YMCKO*, 250 prints Resin black (standard), 1000 prints
EZ only: Full-color with two resin black panels and overlay panel, YMCKOK*, 200 prints Resin black and overlay panel, KO*, 500 prints Resin black (premium), 1000 prints Dye-sublimation black and overlay panel, BO*, 500 prints Resin green, blue, red, white, silver, gold, 1000 prints
Silver and gold metallic, 500 prints

Rewrite technology - no ribbon is required

Print Speed**	6 seconds per card (K*); 8 seconds per card (KO*); 16 seconds per card (YMCKO*); 24 seconds per card (YMCKOK*)
Accepted Standard Card Sizes	CR-80 (3.375″L x 2.125″W / 85.6 mm L x 54 mm W); CR-79 adhesive back (3.313″L x 2.063″W / 84.1 mm L x 52.4 mm W)
Print Area	CR-80 edge-to-edge (3.36″L x 2.11″W / 85.3 mm L x 53.7 mm W); CR-79 (3.3″L x 2.04″W / 83.8 mm L x 51.8 mm W)
Accepted Card Thickness	.009″ - .040″ / 9 mil - 40 mil / .229 mm - 1.016 mm
Accepted Card Types	PVC or polyester cards with polished PVC finish; monochrome resin required for100% polyester cards; optical memory cards with PVC finish; rewrite
Input Hopper Card Capacity	100 cards (.030″ / .762 mm)
Output Hopper Card Capacity	Up to 30 cards (.030″ / .762 mm)
Card Cleaning	Card cleaning roller integrated into ribbon cartridge; cleaning roller is automatically replaced with each ribbon change
Memory	32 MB RAM
Software Drivers	Windows® XP / Vista™ (32 bit & 64 bit) / Server 2003 & 2008 / Windows® 7 / Windows® 8 (32 bit & 64 bit)/ MAC OS X 10.5/10.6/10.7/10.8 / Linux***
Interface	USB 2.0, optional Ethernet with internal print server
Operating Temperature	65° to 80° F / 18° to 27° C
Humidity	20–80% non-condensing
Dimensions	Single-sided printer: 8.8″H x 13.7″W x 7.9″D / 224 mm H x 348 mm W x 201 mm D Dual-sided printer: 9.8″H x 18.7″W x 9.2″D / 249 mm H x 475 mm W x 234 mm D

Weight	Single-sided: 7.5 lbs / 3.4 Kg; dual-sided: 10 lbs / 4.54 Kg
Agency Listings	Safety: UL 60950-2, CSA C22.2 (60950-07), and CE; EMC: FCC Class A, CE (EN 55022 Class A, EN 55024), CCC, BSMI, KC
Supply Voltage	100-240Vac, 50-60Hz, 1.6 Amps max
Supply Frequency	50 Hz / 60 Hz
Warranty	Printer – three years; printhead – three years, unlimited pass with UltraCard®
Encoding Options	Supported smart card and magnetic stripe technologies: 125 kHz (HID Prox) reader; 13.56 MHz (iCLASS® Standard / SE / SR / Seos, MIFARE Classic®, MIFARE Plus®, MIFARE DESFire®, MIFARE DESFire® EV1, ISO 14443 A/B, ISO 15693) read/write encoder; contact smart card encoder reads from and writes to all ISO7816 1/2/3/4 memory and microprocessor smart cards (T=0, T=1) as well as synchronous cards; ISO magnetic stripe encoding, dual high- and low-coercivity, tracks 1, 2 and 3
Supported Access Control Credential Programming Options	iCLASS® Standard/SE/SR/Seos, MIFARE Classic™, MIFARE DESFire® EV1, HID Prox Single wire Ethernet and USB 2.0 interface for inline printing and encoding (note: single wire Ethernet encoding is only available for iCLASS® , MIFARE®, and contact smart card encoding) - Ethernet-enabled printer suppo

<div align="center">

Annexure – II

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Specification of CCTV Camera:

720p Indoor Dome camera with 1/4-inch CMOS, Effective pixels 1280 x 720, Sensitivity @ 30IRE- 1.0 lx, 76 dB Dynamic range, Electronic Day/Night, Automatic Electronic Shutter (AES), H.264 MP (Main Profile); M-JPEG Video compression, White balance, Backlight Compensation, Privacy Mask, Motion detection,2.5 mm fixed lens F2.8, Built-in microphone, MicroSD card slot for edge recording, Motion, tamper and audio detection, FTP, Dropbox and e-mail applications, 3 axis adjustment, ONVIF Profile S, PoE, CE, FCC , UL certified.

Specification of NVR:

Supply of all-in-one recording, viewing, and management solution for network surveillance systems of up to 32 channels, Pre-installed, pre-configured IP storage solution, Advanced user and alarm management, Intel i3-2120 processor, DDR3 1066/1333 MHz UDIMM, 4 GB, DDR3-1333 SO-DIMM (2 x 2 GB), 4 trays: 3.5-inch SATA, 1 x USB DVI port, onboard graphics VGA port, 1 x 1 GbE RJ45 port, Windows Storage Server 2008 R2 (64-bit), 4-bay mini tower,4 x USB 2.0, 1 x USB 3.0 port, UL, CE Certified. Video Management software shall support Maps, Alarm management, Virtual matrix functionality etc.

CAMERA ,ENTERPRISE VIDEO MANAGEMENT SOFTWARE & NETWORK VIDEO RECORDER SHALL BE FROM SAME MAKE OF CCTV OEM. Harddisk of Seagate/WD/equivalent make to be supplied.

Access Control Software	Complied (Y/N)
The ACS shall be modular, networked access control system having centralized architecture, capable of handling large corporation with multiple remote sites.	
The system control at the central computer location shall be under a single software program control, shall provide full integration of all components, and shall be alterable at any time, depending upon the facility requirements.	
The system shall support upto 800 card readers on single server or unlimted card readers using multiple connection servers and shall support up to 4,00,000 card holders. The ACS must provide a web server-based solution. Only Internet Explorer is required for a workstation to access the ACS login server.	
The system server shall be use latest edition of Windows Server 2008 R2/ 2012 R2 and Client shall support Windows 7 / windows 8.1 shall include network capability with the TCP/IP data communications network protocol and hardware	
The ACS analyzes all incoming events and messages. It provides a wide range of standard alarm/event states. There should be no limitation in creating additional customer specific states. For each event state, the following parameters are definable State name Background/foreground color Alarm sound Priority For alarm sounds, standard formats such as WAV, MP3 or WMA are supported. The priority directly controls the order how events are displayed. An unlimited number of user defined alarms shall be able to be added to the system. Atleast 5000 states/alarms should be preconfigured. These alarms shall include but not be limited to: Door half open, Door forced open, Door opened under duress, enclosure tampering, controller failure / communication loss, turnstile malfunction, boom barrier malfunction, card reader tampering, card reader failure/communication loss, Cable tamper (Supervised), power loss, low battery	
Support "Global Anti-pass back" upon availibilty of host server.N PERSON ACCESS: The access control management must provide the possibility to allow access to an entrance/door only when at least two authorized cardholders swipe their badges. The number of cardholders for that kind of access check in front of an entrance shall not be limited by the system.	

Annexure - Reader Control Software		Compliance (Y/N)
License	USB Dongle	
System Architecture	Client/Server	
Operating System	Windows	
Database	MSSQL, MySQL, Oracle	
Server Matching	Yes	
Max. Device	512	
User Import/Export	USB, CSV	
Concurrent Client PC	32	
Time Schedule	128	
Access Group/Level	128	
Max Access Group per User	4	
Max Fingerprints per User	5 to 10	
Door	512	
Template on Card	Yes	
Device Administrator	User property	
Zone	APB, Entrance limit, Alarm, Access, Fire alarm, Muster	
Email Notification	Required	
Visual Map	Required	
Event Monitoring	Required	
IP Camera	Required	
NVR Integration	Required	

Original Equipment Manufacturer Authorization Format

(to be submitted by the bidder filled up with Technical Bid)

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

Ref – Tender no. /

Dear Sir,

1. Our company is a reputed manufacturer of (name & description of equipment), having manufacturing facilities at (address of manufacturing locations) and Indian/APAC head office at (address).

2. We hereby authorize M/S …………………………………… having their office at …………………………………………….., to submit a bid and subsequently negotiate and sign the Contract, in their individual capacity with you against Tender No ………………… dated ……………………….. for the above products manufactured by us..

3. We are aware of the model numbers of our products quoted for this RFP and assure you that these are not end-of-life products. These model numbers are (product name & model numbers).

4. The make of the fingerprint sensor is ……………………………(name of the sensor OEM)

5. We are willing to provide a warranty of 1 year on the above mentioned model numbers from the date of supply.

6. We hereby confirm to you that the proposed products quoted shall not be declared end of life for a period of 5 years from the date of supply and shall be supported by us for a period of 7 years from date of supply and the necessary spares shall be made available during the same period.

7. We also authorize M/s ……………………………to integrate / develop any software application based on OEM platform.

…………………………………………………..

     [Signature for and on behalf of Manufacturer]

     Name :

     Designation :

Yours faithfully,

(Contact Person)

(Designation)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer with full address, phone number, email, and website address, and should be signed by a person competent 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 gross100% 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   Signature of the issuing authority
with date and seal if any   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: 247(9)/1T-6   Dated:23.02.2017

Copy submitted for favours of kind information to ;-
1) The Secretary to the Govt of West Bengal, I. & W. Department..
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: 247(4)/1(9)/1T- 6   Dated:23.02.2017

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, Nabanna, Shibpur, Mandirtala, Howrah-711102 for wide circulation.
4) The Notice Board of Mechanical & Electrical Circle.

Sd/-
Superintending Engineer
Mechanical & Electrical Circle