

**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**TEESTA BARRAGE PROJECT**  
*Office of the Executive Engineer*  
*Teesta Barrage Division*  
*Oodlabari, Jalpaiguri, Pin-735222*

**Memo No. 280**

**Dt. 14/03/2017**

**NOTICE INVITING QUOTATION**

**N.I.Q. NO. - WBIW/EE/TBD/NIQ-01/2016-17**

Sealed quotation is being invited by the Executive Engineer, Teesta Barrage Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal for the work of **“Supplying of Skilled Manpower (Gauge Readers) for operation of Teesta Barrage & allied canals from Control Room of Teesta Barrage, Gazaldoba, P.S – Bhaktinagar, Dist. – Jalpaiguri for 365 (Three hundred Sixty five) days”** from bonafied and resourceful contractors/bidders/suppliers having sufficient credential and financial capability for execution of work of similar nature.

**A. CONTENT OF QUOTATION**

**A.1 Quotation**

**A.1.1 Language of Quotation.**

All information in the Quotation should be furnished in English and rate should be quoted in **words & figures both**. Failure to comply with this condition the Quotation may be treated as cancelled.

**A.1.2 Corrections of Quotation**

All changes/ alterations/ corrections of the rate should be signed in full by the Quotationer. Overwrite or defacing of any rate will lead cancellation of Quotation.

**A.2 Submission of Quotation**

**A.2.1** One complete set of Quotation Document is issued to each Quotationer. Rate offer shall be prepared by typing or printing with black or blue ink in the proposal form. The original Quotation form shall be submitted by the Quotationer.

**A.2.2.** Quotationer is advised to submit the Quotation strictly in accordance with terms and conditions and specifications contained in the Quotation. Quotationer must sign in all pages of the Quotation.

**A.2.3.** Quotation shall be submitted in a sealed envelope superscripted with the words “Financial Bid documents in connection with the work of Supplying of Skilled Manpower (Gauge Readers) for operation of Teesta Barrage & allied canals from Control Room of Teesta Barrage, Gazaldoba, P.S – Bhaktinagar, Dist. – Jalpaiguri for 365 (Three hundred Sixty five) days”. The full name of Agency, Postal Address, Telephone No., Fax No.(if available) should be written on the bottom left hand corner of the sealed cover.

**A.2.4.** The Quotation will be received by the undersigned in the dropping box kept in the chamber of the Executive Engineer, Teesta Barrage Division, Oodlabari, Dist. Jalpaiguri on the date mentioned and will be opened on the same day in presence of the intending Quotationers or their authorized representatives.

**A.2.5.** In case of office remains closed or declared holiday or cannot function due to any unavoidable circumstances the date stated above should be treated as next working day.

A.2.6. No Quotation will be entertained after stipulated date and time or by post or hand. The Quotation must be unconditional and the bidder for a proprietorship must put his signature in the Bid documents. In case of partnership firm it should be signed by all the partners of the firm with their full signature or the partner holding the register power of attorney for signing the same in which case a certify copy of the power of attorney should be enclosed with the Quotation. In case of limited company or a corporation it should be signed by a duly authorized person holding register power of attorney for signing the Quotation.

### A.3. Critical Dates

- |   |                            |
|---|----------------------------|
| a) Last date of application               | :- 22.03.2017 upto 5:00 PM |
| b) Last date of issue of quotation papers | :- 23.03.2017 upto 3:00 PM |
| c) Date & Time of dropping                | :- 24.03.2017 upto 3:00 PM |
| d) Date & Time of opening                 | :- 24.03.2017 at 3:30 PM   |

### A.4. Earnest Money Deposit (EMD)

An Earnest Money amounting to **2% of the final accepted rate** will have to deposited by the L1 quotationer in the form of "Demand Draft / Banker's Chaque / Treasury Challan" of any nationalized bank guaranteed by the Reserve Bank of India **payable at Malbazar, Jalpaiguri** in favour of the Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri at the time of formal agreement.

### A.5. Forfeiture of Earnest Money

The EMD may be forfeited either in full or in part, at the discretion of EIC, on account of one or more of the following reasons :

- If the successful Bidder withdraws their bid during the period of bid validity specified by him on the Bid Form.
- If the successful Bidder violates any of the provisions of the terms and conditions of this tender.
- If the successful Bidder fails to (i) accept award of work, (ii) sign the Contract Agreement with TAA (Tender Accepting Authority) after acceptance of communication on placement of award, (iii) furnish performance security, (iv) sign the Contract Agreement in time, (v) comply with any important conditions of this tender document.
- If any successful Bidder indulges on any such activities as would jeopardize the interest as well as the safety & security of Govt. Project, or would prevent timely finalization of this tender.
- If the successful Bidder fails to provide requisite skilled manpower after issuance of work order.

The decision of TAA regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder in future.

Earnest money of the Bidder is also liable to be forfeited in case of any false submission / statement.

### A.6. Right to Department to accept or reject the Quotation

The right to accept the Quotation shall rest with the Superintending Engineer, Teesta Barrage Circle and not bind himself to accept the lowest Quotation and reserves the rights to reject any or all the Quotations received without assigning any reason whatsoever. Quotations, in which any of the particulars are missing and are incomplete in any respect, shall be considered non-responsive and are liable summarily rejected.

### A.7. Signing of Contract

The successful Quotationer will have to execute the **formal agreement within 7( Seven ) days** from the date of issue of acceptance letter in West Bengal form no. 2911 in duplicate as the case may be along with depositing **Earnest money @ 2% of total value of Bid amount.**

#### A.8. Contract Period

One full year (i.e. 365 days) from the date of commencement unless is curtailed or terminated by this Department at any point of time in the event of mal-performance of the agency. In case of satisfactory performance, the period of contract may be extended as required by the Engineer-in-charge, during which period **the rate would remain unchanged.**

#### A.9. Termination

The Department shall at any time be entitled to determine and terminate the contract for any cause including unsatisfactory performance or violation of the terms and condition laid down herein of the Quotation. No compensation will be paid on account of the termination. Termination of the contract shall not relieve the Agency from any of his obligation imposed by the contract with respect to the work performed by them prior to such termination.

#### A.10. Wages

The agency shall be wholly responsible regarding the minimum wage payment as per Minimum Wages Act, 1948. In addition to the monthly salary, the agency shall also have to extend statutory benefits provided under **Employees' Provident Fund and Miscellaneous Provision Act, 1948 and Employees' State Insurance Act, 1948** and the other benefits in terms of applicable labour law. Failure to do so would liable to termination of the contract.

#### A.11. Penalty

For poor and unsatisfactory performance, a penalty will be imposed either in form the total security money so deposited or the amount as recommended by competent authority and the decision shall be final and binding of the Agency.

### B. ELIGIBILITY CRITERIA

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned below. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / bidders will be rejected at any stage without any prejudice and EMD will be forfeited.

- a) Professional Tax Payment Certificate
- b) PAN Card
- c) Latest I.T Return Receipt
- d) Service Tax Registration Certificate
- e) **Employees' Provident Fund Registration Certificate**
- f) **EPF Clearance Certificate**
- g) **Registration of E.S.I. Scheme**
- h) Registration from Home Dept, Govt. Of West Bengal
- i) Proprietorship Firms (Trade License)
- j) Partnership Firms (Partnership Deed, Trade License, Form-VIII or Memorandum of Registration)
- k) An undertaking in the form of an affidavit from each of agency's personnel stating that **he/she would not ask for employment in Govt. Service** on the basis of working in this Project on termination or during contract period.
- l) Analysis of rate ensuring all salaries and statutory benefits viz. PF, ESI etc. of the manpower engaged by the bidder before awarding the contract.

## C. GENERAL TERMS AND CONDITIONS

### C.1. Manpower Requirements

<i>Details of Manpower</i>	<i>Qualifications</i>	<i>Job Responsibilities</i>
1 (one) No. skilled manpower in each shift for 8 hours in a day including <b>night shift</b> with strict compliance to duty roaster of Control Room.	Madhyamik (Secondary) passed with basic knowledge of data entry & e-mail in computer. Personnel with work experience will be given priority.	i) Continuous monitoring of water gauge & recording the same to the registers at every hour. ii) Giving instructions in writing to the electrical wing for operation of Barrage gates as well as Head Regulators of TMLC & TJMC as per direction of Engineer-in-charge. iii) Calculation of discharge as per relevant charts & tables. iv) Compilation of data at daily, monthly or yearly basis. v) Disseminating information through telephone (by voice & SMS) / e-mail to different authorities as per guidelines. vi) Proper liaison & coordination with electrical wing.

C.2. The Agency shall have to furnish the following documents in respect of the individual persons who will be deployed before commencement of work :

- a) Full name of persons deployed with their fathers'/guardians' name.
- b) Attested photocopy of Voter Identity Card/AADHAR Card/PAN Card.
- c) Attested photocopy of birth certificate / madhyamik admit / any other certificate containing date of birth.
- d) Attested photocopy of certificates in respect of educational / professional qualification.
- e) Character certificate from a Gazetted officer of Central / State Government.
- f) Certificate of verification of antecedents of manpowers by local police authority.
- g) Complete residential address along with photograph and contact nos. of all manpowers deployed by the Agency.

C.3. In case, the person employed by the Agency commits any act of omission/ commission that leads to misconduct/ indiscipline/ incompetence, the Agency will be liable to take appropriate action by replacing the said manpower with other by providing documents as laid in clause C2. If the misconduct created by that manpower may apprehended detrimental for the Project authority the agreement will be treated as cancelled with forfeiture of total security money or imposition of penalty as decided by the Engineer-in-Charge.

C.4. The selected Agency shall immediately provide a substitute in the case of any person leaving the job or being absent due to any reason. The delay in providing a substitute beyond 8 hours would attract a **penalty of daily wage/absentee/shift**.

C.5. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements in respect to the persons deployed and the Department will have no liabilities in this regard.

C.6. The Engineer-in-Charge will not entertain in future any claim / demand of skilled manpowers engaged by the Agency for this work.

C.7. **One copy of Identity Card with passport size photograph** and complete present residential address has to be issued by the Agency to each skilled manpower.

C.8. The personnel will never leave from the duty location until or unless relieved by the personnel of next shift. In case of substitution the same should bring to the notice of controlling authority.

C.9. The Engineer-in-Charge will not be responsible to compensate or otherwise liable in any manner whatsoever for any injury or death of any skilled manpower while on duty.

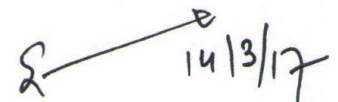
C.10. **An attendance register** should be maintained by the skilled manpower at Control Room and that have to be authenticated by the concerned Sub-Divisional Officer/ Sectional Officer, failing which the Department has no liability regarding payment of personnel.

C.11. **Late arrival / early departure** of the manpower from scheduled duty timings / misbehavior with the Department and Government employees is strictly not allowed. It may lead to immediate discontinuation of that particular manpower and / or cancellation of entire order to the Vendor.

C.12. **Roster** for daily shifting duty for 8 hours and monthly shifting duty for the skilled manpower is to be submitted by the Agency to the concerned Sub-Divisional Officer at the very beginning of each month for verification and checking of bills etc.

C.13. **Monthly bills** in triplicate for payment to the skilled manpower have to be submitted by the Agency to the concerned Sub-Divisional Officer on first working day of every month and payment will be made on receipt of the bill by the undersigned subject to availability of fund after deduction of requisite Tax and security deposit (for remaining 5% of the job value). No claim for delayed payment or advance payment will be entertained. Payment to skilled manpower must be made within seventh of every month by the Agency himself. **The Employment Provident Fund clearance certificate & ESI deposit challans should be produced by the agency max. for a period of last 03 months.**

Further detailed information regarding terms and conditions will be available in the Office of the Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri and Office of the Sub-Divisional Officer, Teesta Barrage Sub-Division No-IV, Gazoldoba, Jalpaiguri on any working day between 11:00 AM to 3:00 PM.

A handwritten signature consisting of a stylized 'S' followed by a horizontal line and an arrow pointing to the right, and the date '14/3/17' written to the right of the signature.

Executive Engineer  
Teesta Barrage Division  
Oodlabari, Jalpaiguri

**FORM 1**

**APPLICATION FOR QUOTATION**

*(Bidders are requested to furnish the Bid Form in the Format given in this section, fill in the entire form and submit on their respective Letterheads)*

**Ref. No: (Mandatory)**

**Date: (Mandatory)**

To

The Executive Engineer,  
Teesta Barrage Division,  
Oodlabari, P.O.-Manabari,  
Jalpaiguri-735222

Dear Sir,

Having examined the tender documents together with the corrigenda, subsequently issued, we, the undersigned, offer to undertake the job of "Supplying of Skilled Manpower (Gauge Readers) for operation of Teesta Barrage & allied canals from Control Room of Teesta Barrage, Gazaldoba, P.S – Bhaktinagar, Dist. – Jalpaiguri for 365 (Three hundred Sixty five) days" as per the Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

We agree to abide by this bid for a period of 550 days / 1.5 Years from the date fixed for bid opening and it shall remain binding upon us for acceptance at any time before the expiry of this period.

This bid, together with your written acceptance thereof and your order / notification of award (LOI), shall constitute a binding contract between us.

We understand that the TAA reserves the right to accept in full/part or reject any or all the bids received without any explanation to Bidder and its decision on the subject will be final and binding on Bidder.

We have given an EMD of ₹ 8,000.00 (DD No \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_/A Bank Guarantee Ref. \_\_\_\_\_) along with our bid.

*Dated, this .....day of ..... (month), 20.....*

*Signature*

.....  
*(In the capacity of)*  
*Duly authorised to sign the bid for and on behalf of*  
*(Name and Address with e-mail/Mob. No. of the Bidding Agency)*

*(Affix Official Seal/Stamp)*

FORM – 2

**DECLARATION AGAINST COMMON INTEREST**

*(Bidders are requested to furnish the Declaration in the Format given in this section, fill in the entire form and submit on their respective Letterheads)*

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory  
on behalf of \_\_\_\_\_ do hereby affirm that  
I/We/any of the member of \_\_\_\_\_ bidding  
against NIQ No. \_\_\_\_\_ Dt. \_\_\_\_\_  
do not have any common interest either as a partner on any partnership firm /  
consortium as a Proprietor / Owner of any other firm in the same serial for the work I  
/ We want to participate.

*Date:*

\_\_\_\_\_  
*Signature of contractor/bidder  
with official seal if any*

FORM – 3

DETAILS OF THE BIDDER

<i>Name of Agency</i>	
<i>Office Address</i> <i>Telephone no.</i> <i>Email ID</i> <i>Fax No</i>	
<i>Contact Person Name</i> <i>Designation</i> <i>Mobile no.</i> <i>Email ID</i>	
<i>Sales Tax Registration Certificate No.</i>	
<i>PF Registration Certificate No.</i>	
<i>ESI Registration Certificate No.</i>	
<i>PAN Number</i>	
<i>Declaration about conforming to specifications/ formats / Scope of Work as mentioned on the technical specification list attached as Scope of Work.</i>	

*Dated, this .....day of ..... (month), 20.....*

*Signature*

.....

*(In the capacity of)*

*Duly authorised to sign the bid for and on behalf of*

*(Name and Address of the Bidding Company)*

*(Affix Official Seal/Stamp)*



**FORM – 4**

**PRICE BID**

*(Bidders are requested to furnish the Price Bid by quoting their rates in Coln. No. 5&6 of this format)*

**N.I.Q. NO. – WBIW / EE / TBD / NIQ-01 / 2016-17**

Name of the work : **“Supplying of Skilled Manpower (Gauge Readers) for operation of Teesta Barrage & allied canals from Control Room of Teesta Barrage, Gazaldoba, P.S – Bhaktinagar, Dist. – Jalpaiguri for 365 (Three hundred Sixty five) days.”**

Sl. No.	Description of Item	Quantity/ 8 hours' shift	Unit	Quoted rate of wages/shift (₹)	
				(in figures)	(in words)
(1)	(2)	(3)	(4)	(5)	(6)
1	Supplying skilled Manpower (Gauge Readers) for continuous monitoring and recording gauge, operation of Barrage gates alongwith H/R of TMLC & TJMC, calculation of discharge, compilation of data and disseminating information through telephone/email to different authorities as per direction of Engineer-in-charge.	Min. 1 (one)	Job		
<b>Total quoted rate for (365 days x 3 shifts) in figures =</b>					

**Note:**

- Bidder should provide wage per Person per shift (including all statutory payment viz. PF, ESI, etc. ) that will be paid by the bidder.
- Initially total no. of skilled manpower is required 1 per shift.
- Quoted price is inclusive of all taxes.

Date:

\_\_\_\_\_  
*Signature of contractor/bidder  
with official seal if any*

Copy submitted for favour of kind information and for wide circulation to the:-

1. Superintending Engineer, Teesta Barrage Circle, 2nd mile, Sevoke Road, Siliguri.
2. Superintending Engineer, Mahananda Barrage Circle, Tinbattimore, Siliguri.
3. District Magistrate, Jalpaiguri.
4. Executive Engineer, Teesta Monitoring & Evaluation Division, Siliguri.
5. Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
6. Sub Divisional Officer, Teesta Barrage Sub-Division No.-IV, Gazoldoba, Jalpaiguri.
7. Sub Divisional Officer, Information & Cultural Affairs Department, Jalpaiguri.
8. Divisional Accounts Officer, Gr.-I, Teesta Barrage Division, Oodlabari, Jalpaiguri.
9. Divisional Estimator, Teesta Barrage Division, Oodlabari, Jalpaiguri.
10. Office Notice Board.

Sd /-

Executive Engineer  
Teesta Barrage Division  
Oodlabari, Jalpaiguri