

GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER  
MAYURAKSHI SOUTH CANALS DIVISION  
BOLPUR \* BIRBHUM  
email: [eemscd@gmail.com](mailto:eemscd@gmail.com)

## **NOTICE INVITING QUOTATION**

### **Notice Inviting Quotation No.- WBIW/EE/MSCD/e-NIQ-01/2016-17**

**Memo No.:** – 250

**Dated :-** 15/03/2017

Separate Quotations are being invited by the Executive Engineer, Mayurakshi South Canals Division 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](http://www.wbiwd.gov.in) (the official website of Irrigation & Waterways Department) and click the “e- procurement” link provided therein. They may also visit the Government of West Bengal designated website of URL <https://wbtenders.gov.in> for the same e-Quotation. The e-Quotation can be searched by typing WBIW/EE in the search engine provided in the website/s, by logging-in the designated link of concerned Executive Engineer.

Contractors/bidders willing to take part in the process of e-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](http://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](mailto:irrigationhelpdesk@gmail.com) or ID: [dvcsc6816@gmail.com](mailto:dvcsc6816@gmail.com) and Telephone No. 033-23346098 on any working day, between 10AM –5PM for any query on e-Quotating, obtaining DSC, training on e-Quotating 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](http://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 eQuotation documents are to be visible in the website <https://wbtenders.gov.in> as soon as the brief referral advertisement appears in the newspaper(s).

**Last date & time of submission of e-bids online is 30/03/2017 till 17.00 Hours.**

The intending bidders/contractors must read the ‘Terms & Conditions’ contained in the e-Notice Inviting Quotation (e-NIQ) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Contractors/bidders desirous of participating in the e-Quotation may submit e-bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents in original. All information posted in the website consisting of e-NIQ and related documents, WB Form No.2911(i), 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 WORK

N.I.Q No. - WBIW/EE/MSCD/e-NIQ-01/2016-17

Sl. no.	Name of Work	Amount	Earnest Money Deposit (Rs)	Time allowed for completion	Eligibility of contractor
1	2	3	4	5	6
1.	<b>Construction of new inspection bungalow at Shyambati in Block-Bolpur- Sriniketan, P.S.- Bolpur District-Birbhum(Furniture part)</b>	1541635.00	30833.00	10 Days	Authorised Godrej Dealer /Representative or Shopkeeper/Co-Operative societies having credential of supplying Godrej furniture of value 30% of the work value.

Sd/- B.S. Mandal  
Executive Engineer  
Mayurakshi South Canals Division  
Bolpur, Birbhum

## 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/ 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 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 item 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 The contractor/bidders are requested to contact with the office of the Executive Engineer/ MSCD for preliminary quarry regarding the work on any working day between 10.00am to 5.00pm from 18/03/2017 to 28/03/2017. before submission of Quotation.**

#### 2.3 Technical Proposal:

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

##### **A. Technical cover containing:-**

- i. Application for e-Quotation (vide Form-1) ( to be submitted in “Forms” folder )
- ii. Notice Inviting e-Quotation (e-NIQ) ( to be submitted in “NIQ” folder )
- iii. Credential Certificate (to be submitted in “Forms” folder)
- iv. Declaration of not having common interest in the same serial (vide Form-2 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.pdf1 certificates.pdf2 certificates.pdf3 certificates.pdf4	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.pdf1 companydetails.pdf2	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	Payment certificate of 100% completed work issued by competent authority or any other related financial information	

*\*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 receiving final payment, in case found to be the lowest bidder L1 and the work is awarded in its favour. Any change in the constituent of the

Consortium/Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of application in the e-Quotation and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted. If the Consortium is yet to receive a certified copy of the revised Form No. VIII, it would be required to submit the aforesaid undertaking on-line along with the application.

**Note:** An affidavit regarding authorized user of DSC for Consortium and a declaration regarding such authorization for Limited companies is required to be uploaded on-line along with the Quotation. Scanned copies in pdf of competent authority are to be submitted, if the power is delegated for signing of bid/s to persons other than the applicant contractor/bidder.

- B. State Registered Co-operative Societies and Companies (name of file “companydetails.pdf”)
- 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.
  - Trade Licence for Proprietorship Firms/Partnership Firms/Companies.
  - ‘Memorandum of Articles’ for Companies registered by the ROC under Indian Companies Act.
  - Any other documents showing names and signatures of latest elected office bearers/Directors/Board Members.

iii. Credential: Scanned pdf of work credential issued in favour of the contractor/bidder as detailed under clause 5 later. Bill of Quantities (BOQ) duly authenticated by the competent authority along with work order is to be submitted uploaded under ‘OID’ cover (name of file should be “credential.pdf 1”). In case of execution of supplementary/substitute supplementary having value more than 30% of the BOQ, final gross value of bill (without contractual rate) including such supplementary/substitute supplementary may be considered in lieu of the original BOQ and scanned and authenticated copy of the Bill shall be uploaded in the ‘credential.pdf2’.

iv. Others: The applicant consultant company /Firm /Agency should have Architect having registration of council of Architecture as per Act 1972.

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

#### **2.4 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 to quote the rate of stated in the e-NIQ including all Charges in the BoQ online through computer in the space marked for quoting rate in the BoQ. (Only downloaded copies of the above documents are to be uploaded by the contractor/bidder).

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.

#### **3.a. Quotation Fee and Earnest Money Deposit (EMD):**

i. Quotation Fees: Entire set of e-Quotation documents are made available free of cost through the State Government e-Quotation portal having URL <https://wbtenders.gov.in> and also the Departmental website [www.wbiwd.gov.in](http://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 viz. AE/EE and also made available in the Departmental website [www.wbiwd.gov.in](http://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) online, should beforehand read the instructions carefully, particularly in the challan generated by the system of eQuotation/e-procurement, if opted for EMD payment through RTGS/NEFT

##### **A. Login by bidder:**

a. A bidder desirous of taking part in a e-Quotation invited by a State Government shall login to the eProcurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.

b. He/she will select the e-Quotation to bid and initiate payment of pre-defined EMD for that e-Quotation by selecting from either of the following payments modes:

i. Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;

ii. RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

**B. EMD payment procedure:**

**a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the Quotating authority.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

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

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an "UTR remittance number" for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.
- v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre- assigned last date of submission of e-Quotation.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

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

**C. Refund/Settlement Process for EMD:**

a)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 respective bidders' bank accounts from which they made the on-line EMD transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Quotation Inviting Authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the Quotation inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2

bidder will be refunded through an automated process, to his/her bank account from which he/she had made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Quotation Inviting Authority.

v. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement

portal for transfer credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.

vi. All refunds will be made mandatorily to the Bank account from which the payment of EMD and Quotation Fees (if any) were initiated.

vii. If the e-Quotation is cancelled, then the EMD would be reverted to the original bidders account automatically after

such cancellation order is affected online by the Quotation Inviting Authority.

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

The bidder, whose bid is approved for acceptance, shall have to execute 'Formal Agreement' in W.B.F. No.- 2911(i) as per rule (original & duplicate) with the Quotation inviting Authority to him/her. Necessary document will have to be obtained free of cost from the office of the Executive Engineer, Mayurakshi South Canals 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:**

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. Completion Certificate of work executed in the Government/Autonomous/PSU Organisation during the current year and the last 5 years.

**5. Eligibility Criteria:**

i) Bonafide contractors/bidders having credential of execution of similar nature of work of value as per work list during the current year and the last 5 years on the date of publishing of e-NIQ for a single work.

ii) Monetary value (Amount put to Quotation without considering contractual rate) of the 100% completed work or gross final bill value (excluding contractual rate) including supplementary/substitute supplementary, as the case may be, thus submitted will be further multiplied by the following factors to take care of the inflationary effect to arrive at the net notional 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-Quotation 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-Quotation. 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.

**6. Penalty for suppression / distortion of facts and withdrawal of L1 bidder before acceptance of LOI:**

If any contractor/bidder fails to produce all the original hard copies of the documents (especially Completion Certificates), or any other document on demand by the Quotation Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the corresponding uploaded soft copies or if there is any suppression / distortion / falsification noticed/detected/pointed out at any stage of e-tender process prior to the issue of work order, the Tender Inviting Authority will immediately bring the matter to the notice of the Executive Engineer who upon recommending suitable punitive actions against the bidder will place the matter before the concerned Chief Engineer within 15 days of receipt of the complaint from the Tender Inviting Authority and the contractor/bidder may be suspended from participating in all future tenders on the e-Tender platform of I&WD as per approval of the Chief Engineer for a maximum period of 3 (Three) years. In addition, his/her EMD will stand forfeited by the Government. The concerned Chief Engineer then will issue the necessary suspension order in writing with intimation to the defaulting contractor/bidder, other Chief Engineers, Central e-Tendering Cell and also the Department. Copy of such suspension order should invariably be communicated to the Nodal Officer, e-Governance Cell of the Department with a request to upload the order in the Departmental website. Besides, the Irrigation & Waterways Department may also take appropriate legal actions including blacklisting of the defaulting contractor/bidder and debarring him/her from participating in any State Govt. tender for a period up to three years. For e-tenders where such suppression / distortion / falsification is detected at an advanced stage of e-tender processing, the concerned Chief Engineer will be the deciding authority as to what further necessary actions are to be taken regarding the fate of the e- tender.

**7. Taxes & duties to be borne by the Contractor:**

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges. Only Service tax, as applicable, if eligible, would be reimbursed as per rules on production of necessary documents.

**8. Site inspection before submission of quotation:**

Before submitting a e-Quotation, the intending contractor/bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable likely factors and difficulties to be involved in execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. The contractor/bidder may also contact the office of the Executive Engineer/Mayurakshi South CanalsDivision No.-I in between 11.30 hours to 16.30 hours on any working day, prior to the date of actual submission of bid of e-Quotation.

**9. Conditional and incomplete quotation:**

Conditional and incomplete quotations are liable to summary rejection.

**10. Opening and evaluation of quotation:**

**10.1 Opening of Technical Proposal**

All works above Quotation value of Rs 5.00 lakh for which e-Quotationing is mandatory shall be awarded through open Quotations without reservation for any particular class of contractors/bidders. Notices for open offline Quotations for each Quotation value below Rs5.00 lakh shall include such clauses as is notified by the Department from time to time.

For e-tenders bids are to be invited in two parts under a two-bid system.

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 Digital Signature Certificate/s (DSC).



- iii. Intending contractors/bidders may remain present if they so desire.
- iv. iii. Technical cover documents (vide Clause 2.2.A) will be opened /decrypted first and if found in order, Cover (Folder) for OID (vide Clause 2.2.B) will be opened/ decrypted. If there is any deficiency in either of the Technical cover documents, the e-Quotation 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 Executive Engineer.

### **10.2 Uploading the list of technically qualified contractors/bidders:-**

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

### **10.3 Opening and evaluation of Financial Proposal:-**

- i. Financial proposals of the contractors/bidders declared technically eligible by the Executive Engineer will be opened electronically by the Quotation Inviting Authority from the web portal stated above on the prescribed date and time.
- ii. Intending contractors/bidders may remain present if they so desire.

iii. The encrypted copies will be decrypted and the rates will be read out to the contractors/bidders remaining present at that time.

iv. After opening of Financial Proposal, preliminary summary result containing inter- alia the name of contractors/bidders and the respective financial rates quoted by them will be uploaded in the website portal.

v. If the Executive Engineer is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement test checked by the Divisional Accountant/Divisional Accounts Officer attached to his/her office upload the final summary result containing the name of contractors/bidders and the respective rates quoted by them against each work after acceptance of the rate by the competent authority.

vi. If there is any scope for lowering down of rate in the opinion of the Executive Engineer , as L1 bid is abnormally high, all the bidders qualified in technical bid will be notified through system generated e-mail and mobile phone sms to attend e-sealed bid Quotation-cum-auction on a predetermined date and time to be held in the office of the Quotation Accepting Authority. Open off-line bids are normally not encouraged from the point of view of confidentiality and transparency. However, in exceptional cases with recommendation and advice of the Government approved Quotation Committee, open off-line bid negotiations with only the L1 bidder to lower down the e-sealed bid Quotation cum auction rate may be held by the Quotation Accepting Authority in presence of Quotation Inviting Authority for reasons to be recorded in writing.

vii. If there is no contractor/bidder or the number of contractors/bidders in the 1st Quotation is less than three, the Quotation has to be cancelled. In case of participation of more than three bidders, technical evaluation is to be done and if the number of technically qualified bidders is less than three (3), the Quotation also has to be

cancelled as well and fresh e-Quotation (i.e 2nd e-Quotation or 3rd e-Quotation may have to be invited with lowering of eligibility criteria).

viii. After holding such e-sealed bid Quotation cum auction, final result after acceptance of the rate by the Quotation

Accepting Authority if within the delegated power for acceptance would have to be uploaded in the e-Quotation

website. Otherwise the Quotation is to be cancelled and invited afresh.

ix. The Executive Engineer/ may ask any of the contractors/bidders to submit rate analysis to reasonably justify the quoted rate by that contractor/bidder.

x. If the lowest bidder/contractor backs out there should be re-Quotationing in a transparent and fair manner. In such a situation the TIA may call for Short Notice e-Quotation with time period as per Government order for re-Quotations, if so necessitated in the interest of public works and take decision on the basis of L1 in the Re-Quotation or subsequent e-Quotation. Penal actions for premature withdrawal by bidder have been stated under clause 6 earlier.

#### **10.4. Quotation Accepting Authority:-**

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

#### **10.5 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 Executive Engineer 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 10.5 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**

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 tender 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 & eBilling module of IFMS.

Therefore, this Office will not bear any responsibility for delay in payment of bills for works if any, due to introduction of this new system. It is requested to bear with us in this respect.

### **14. Definition of Physical Milestones:**

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

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

### **15. Bid Validity**

The Bid will be normally valid for 120 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the TIA, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

### **16. Withdrawal of Quotation:**

Withdrawal of Quotation/bid once the bid has been submitted online and after passing of end date for submission and has been accepted for further processing, is not allowed. EMD will be forfeited by the Government and the bidder/contractor penalised in terms of Clause 3(ii) and clause 6 referred earlier would be applicable.

**18. Schedule of dates for e-Tendering**

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	17/03/2017 at 10.00 Hrs	To be made available with the e-NIT in the website
2.	Document Download start date	17/03/2017 at 11.00 Hrs	
3.	Bid submission start date	17/03/2017 at 12.00 Hrs	
4.	Document Download end date	30/03/2017 at 13.00 Hrs	
5.	Bid submission end date	30/03/2017 at 17.00 Hrs	
6.	Technical Bid opening date	03/04/2017 at 12.00 Hrs	
7.	Uploading of the list of Technically qualified bidders	To be intimated later	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date	-do-	
9.	Uploading of CS ( Comparative Statement) and uploading of Final FBE	-do-	
10.	Uploading of the Letter of Invitation/ Acceptance LOI/LAO	-do-	
11.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

TIA: e-Tender Inviting Authority (Assistant Engineer/Executive Engineer)

TAA: e-Tender Accepting Authority (Executive Engineer)

Sd/- B.S. Mandal  
Executive Engineer  
Mayurakshi South Canals Division  
Bolpur, Birbhum

## **Additional Terms & Conditions**

1. The Executive Engineer of the Division concerned will be the Engineer-in-charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-charge. If any correspondence of above quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-charge and approved by him. The instruction given by the Sub-Divisional Officer and the Sub-Assistant Engineer on behalf of the Engineer-in-charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-charge shall be final and binding.
  
2. The quotation accepting authority reserves the right to reject any or all quotations without assigning any reason whatsoever, and he will not be bound to accept either the lowest quotation or any of the quotations.
  
3. The acceptance of the quotation including the right to distribute the work between two or amongst more than twobidders will rest with the Quotation inviting authority without assigning reason thereof.
  
4. Engineer -in-Charge shall not entertain any claim whatsoever from the contractors/bidders regarding payment of compensation on account of idle labour on such grounds including non-possession of land in the working zone.
5. Engineer-in-Charge shall not be held liable by the contractor/bidder for any compensation claim due to machines becoming idle, for any circumstances including untimely rains, other natural calamities, 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/ gravels, boulders, forest products, 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 re-imbusement or compensation for the above. The rates of supply of finished work items are inclusive of these taxes and charges.
  
10. All working tools & plants, scaffolding, construction of vats & platforms arrangement of Labour camps shall have to be arranged by the contractor at his/her own cost.
  
11. The contractor shall arrange for supply of mazdoors, bamboo, ropes, pegs, flags etc. for taking/ layout for the work and for giving and checking measurements by the Engineer-in-Charge or any other Department officer assigned by him / her for which no extra payment claim will be entertained.
  
12. The contractor should thoroughly scrutinise the site of work and relevant tender documents, drawings etc. before submitting the e-tender and satisfy himself/herself regarding the conditions and nature of works and

ascertain the difficulties that might be encountered during execution of the work, carrying of materials to the site of work, availability of drinking water and other human requirements including safety and security etc. Works on river banks may be interrupted due to various unforeseen reasons e.g. sudden rise in water level, inundation of site caused by flood, inaccessibility of working site for carriage and transportation of materials. Engineer-in Charge may instruct the contractor to suspend work that may be subjected to damage due to extremely adverse weather/climatic conditions and no claim will be entertained on this account. There may be variations in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river conditions and local requirements etc. from the approved work estimate during actual execution of the scheme. For all such modifications or alterations, the tendered rate and contract will remain valid. The contractor will not be entitled to any additional financial claims or extra rates on any of these accounts.

13. A machine page numbered Site Order book (with triplicate copy of every page) will have to be maintained at site by the contractor and the same has to be issued by the Engineer-in-Charge before commencement of work at site. Instructions issued by the inspecting engineer officers not below the rank of Assistant Engineer will be recorded in this site order book and the contractor must note down and comply the same at the earliest.

14. The work will have to be completed within the time period as mentioned in the NIQ/e-NIQ. A suitable work programme based on time period allowed for completion of work as per tender is required to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit assigned for completion. Contractor should inform in writing the name of his authorized representative/s who are to remain present at site daily during work execution to receive instructions relating to the work, sign measurement book & bills and other Govt. papers etc on the basis of Power of Attorney conferred within 7 (seven) days from the date of receipt of work order, if not done earlier.

15. No compensation is payable for idle labour, contractor's establishment charges or on account of reasons such as variations in price indices/escalation cost etc.

16. All sort of precautions should be taken for the safety of the work force deployed by the contractor and also others at worksite as per safety rules as is enforced by appropriate authority. The contractor will remain liable towards payment of compensation in accordance with the Workman's' Compensation Act etc for the labourers engaged and should deal to settle such cases promptly. Proper road signs as per P.W.D. practice will have to be erected by the contractor at his own cost while operating on or near public thoroughfares.

17. The contractor will have to maintain technically qualified 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 modification and priority of work as fixed by the Engineer-in-Charge so that most vulnerable reach and/or critical items are completed before the due date for arrival of monsoon or rise of water level or for any other suitable reason/s.

19. Quantity of various items of work mentioned in the Quotationr schedule or in work order is only tentative. During actual execution, these tendered items may vary, even substantially. Payment will be made on the basis of quantum of work actually done in different items and as per specification and no claim will be entertained for reduction of quantities in some items or due to omission of some tendered 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 ever is the Tender Accepting Authority and financial involvement thereof, before making any excess and /or supplementary item work payment.

20. Any construction materials brought to work site by the contractor must be approved by the Engineer- in-Charge.

Materials rejected must be removed by the contractor from work 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

The materials will have to be supplied in phases 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 Filters, Geo-jute Filters etc. if any, relevant data sheets containing the name of the manufacturers, test report etc. are also to be submitted on each occasion. Engineer-in-Charge may conduct independent tests of all construction materials on the samples drawn randomly before accordance of approval for using these materials for the work. In this regard decision of Engineer-in- Charge is final and binding.

21.SCOPE OF WORK:-

1. i) Interior designing and office layout plan considering civil, electrical and Air- considering of proposed floor(total carpet Area approx. 4000 SFT.)

2. ii)Proposed Detail drawing and design fixing of specification and Quantity calculation shall be strictly in conformity with concerned competent Authority's requirement and code standard.

Sd/- B.S. Mandal  
Executive Engineer  
Mayurakshi South Canals Division  
Bolpur, Birbhum

**FORM – 1**  
**APPLICATION FOR QUOTATION**

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

To  
The Executive Engineer  
Mayurakshi South Canals Division  
Bolpur, Birbhum.

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  
Declaration against Common Interest  
(to be typed in Company Letter Pad, scanned and uploaded)

I/We, Sri/Smt. , the authorized signatory on behalf of

\_\_\_\_\_ do hereby affirm that I/We/any of the member of  
\_\_\_\_\_ bidding against NIQ No.\_\_\_\_\_ do not have any  
common interest either as a partner on any Partnership Firm / Consortium as a Proprietor / Owner of any other  
firm in  
the same serial for the work I / We want to participate.

\_\_\_\_\_  
Date: Signature of bidder

Memo no. ....250.

Dated 15/03/2017

*Copy forwarded to -*

1. The Chief Engineer (North), I & W Directorate, Netaji More, Market Complex (3<sup>rd</sup> Floor), S.P. road, Netaji More, P.O. + Dist – Malda, Pin – 732101, West Bengal.
2. The Superintending Engineer; Mayurakshi Canal Circle, Suri, Birbhum.
3. The District Magistrate, Birbhum, Suri, Birbhum.
4. The Sabhadhipati, Birbhum Zilla Parishad, Suri, Birbhum.
5. The Executive Engineer, Mayurakshi Head Quarter Division, Suri, Birbhum.
6. The Executive Engineer, Mayurakshi North Canal Division, Rampurhat, Birbhum.
7. The District Information & cultural officer, Birbhum, Suri, Birbhum. for information & wide circulation.
- 8-11. The Sub Divisional Officer, Bolpur Sub Divn.
12. Notice Board, Mayurakshi South Canals Division, Birbhum.
13. Accounts Section, Mayurakshi South Canals Division, Bolpur, Birbhum.
14. Cash Section, Mayurakshi South Canals Division, Bolpur, Birbhum.
15. Estimating Branch, Mayurakshi South Canals Division, Bolpur Birbhum.

Sd/- B.S. Mandal  
Executive Engineer  
Mayurakshi South Canals Division  
Bolpur, Birbhum