



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE DIRECTOR  
RIVER RESEARCH INSTITUTE  
HARINGHATA CENTRAL LABORATORY  
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**NOTICE INVITING QUOTATION**

**e-N.I.Q No - WBIW/EE/SDP/RRRI/eNIQ- 05/2017-18 (3rd Call)**

**Memo No: 937**

**Dated 18.07.2017**

Separate Quotations are invited by the **Executive Engineer, Sundarbans Delta Project, River research Institute** on behalf of the Governor of West Bengal through electronic Quotation (e-Quotation) for the works mentioned in the list given below from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the Quotation are to log on to the website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) (the web portal of the Irrigation & Waterways Department) and click on to the “e-procurement” link provided. They may also visit the website <https://wbQuotations.gov.in>. for the same e-Quotation. The 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-Quotating are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Department of Electronics & Information Technology (DEIT), Govt of India. (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, 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 the approved CA they are required to register the fact of possessing the DSC through the registration system available in the above mentioned websites. 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-Quotating State Level Help desk located at 7<sup>th</sup> Floor, Jalasampad Bhavan, Bidhannagar, Sector II, Kolkata through e-mail ID: [irrigationhelpdesk@gmail.com](mailto:irrigationhelpdesk@gmail.com) or ID: [dvsc6816@gmail.com](mailto:dvsc6816@gmail.com) and Telephone No. 033-23346098 on any working day within working hours for any query on e-Quotating, obtaining DSC, training on e-Quotating usage, free of cost. Bidders’ Manual is available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in).

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 e-submission of Quotation documents.** Details of submission procedure have been explained under “General Terms & Conditions” and Annexure attached with this e-NIQ. Minimum period of time to be given to the contractors/bidders for submission of e-Quotations should be 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 these newspapers. Also uploading of the notice including e-Quotation documents in the State Government e-Quotation portal shall be such so as to ensure that the e-Quotation documents are visible in the website <https://wbQuotations.gov.in> as soon as the brief referral advertisement appears in the newspaper(s).

**Last date & time of submission of bids online is 25.07.2017, up to 14.00 Hrs.**

The intending bidder/contractor 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 fulfil the minimum eligibility criteria and are in possession of all the required documents.

All information posted in the website consisting of e-NIQ and related documents, WB Form 2911(ii), Bill of Quantities (BOQ), corrigenda and drawings etc. if any, shall form a part of the e-Quotation document.

## **LIST OF WORK**

e-N.I.Q No - WBIW/EE/SDP/RR/eNIQ- 05/2017-18(3rd Call)

Memo No.: – 938

Dated :- 18.07.2017

Sl no	Name of Work	Earnest Money Deposit (In Rs.)	Time allowed for completion (in days)	Source of fund	Minimum eligibility of the contractor/bidder for participating in the e-Quotation
1	2	3	4	5	6
01	“Survey work for Hydrological Observation on The River Kangsabati At Kapastikri at The District West Midnapur From 6 <sup>th</sup> June-2017 to 31 <sup>st</sup> October-2017 to be conducted by River Research Institute, West Bengal during the year 2017-18.”	14,000/- (fixed)	160 days (One hundred sixty days)	Non-Plan	Bona fide contractors/bidders having credential of execution of similar nature of work of value 30% of the amount put to Quotation (Quotation value) within the last 5 years on the date of publishing of e-NIQ.

(\*) For Consortiums, criteria are to be followed as per Clause 1 & 6 (ii) in General Terms & Conditions for e-Quotations up to Quotation value Rs 45.00 lakh.

**(General Terms & Conditions for e-quotations having ‘Quotation value’ above Rs 5.0 Lakh up to Rs 45.00 Lakh)**

**1. Eligibility for participation :**

Bona fide contractors/bidders, Registered Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors/bidders of equivalent Grade / Class registered with the Union Government / Military Engineering Services / Indian Railways for execution of civil works are eligible to participate depending on the criteria as laid down below in the subsequent para/clause. Joint venture firms are not eligible to participate in e-Quotations.

*(In case of consortiums, maximum no 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. Participation in more than one serial of work in a quotation :**

Any contractor/bidder may submit bids for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular e-NIQ depending on his/her previous work credential and financial capability, details of which have been stated later.

**3. Submission of Quotations**

**3.1 General procedure for submission of e-quotation**

Bids are to be submitted on-line through either of the website/s stated earlier. Contractors/bidders are required to upload the entire set of e-Quotation documents along with other related documents as asked for in the e-Quotation notice( e-NIQ) circulated through the above website/s within the stipulated due/end date and time.

For e-Quotation value above Rs 5.00 lakh, bids are to be submitted in two folders at a time for each work, one being ‘ Technical Proposal’ and the other ‘Financial Proposal’. The contractor/bidder shall carefully go through all the documents and prepare to upload the scanned documents in Portable Document Format (PDF) files in the designated link in the web portal as Technical Bid. He/she needs to fill up the rates of items in percentage in the BOQ downloaded for the work in the designated cell and upload the same in the designated link in the portal as Financial Bid. Documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Contractors/bidders should especially take note of all the addenda and corrigenda related to the e-Quotation and upload all these documents also as a part of their 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-Quotation.

**3.2 Technical Proposal**

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

**A. Technical File (Statutory Cover) containing:**

i. Application for Quotation (Vide Form-1) (to be submitted in “Forms” folder)

ii. Quotation Form No. 2911(i)/(ii) (to be submitted in “2911” folder)

iii. Notice Inviting Quotation (e-NIQ) (to be submitted in “NIQ” folder)

iv. Declaration of not having common interest in the same serial (vide Form-4). ( to be submitted in “Forms” folder)

v. Drawing/s if any. (to be submitted in “Drawings” folder )

vii. Addenda/Corrigenda: If published (to be submitted in the ‘NIQ’ folder merged with e-NIQ already ploaded as a 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 the e-NIQ.**

Quotations submitted without Addendum/Corrigendum are liable to be treated as informal and thereby rejected.

ii. Quotation will be summarily rejected if any item in the statutory cover is found missing.

**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.pdf 2 certificates.pdf 3 certificates.pdf 4	1. Professional Tax Challan 2. PAN Card 3. Goods & Service Tax (GST) Registration Certificate 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 officebearers) 5. Consortiums (Form-VIII) or Memorandum and Undertaking.	
C	Credential	Credential pdf 1 Credential pdf 2	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 Info	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:

- Professional Tax (PT) deposit challan valid for the current financial year and PAN Card. Application for PAN addressed to the competent authority may also be considered.
- Value Added Tax (VAT) registration certificate. (Failure to upload this document will result in deduction of VAT as per prevailing rules)
- Latest Income Tax Return receipt.

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

- Deed of Consortium/Partnership firm, 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.*

ii. Company Details (for Registered Co-op Societies only) : (name of file should be “**companydetails.pdf**”)

- a. Society Registration certificate from ARCS and Bye-Laws for Cooperative Societies.
- b. Trade Licence for Proprietorship Firms/Partnership Firms.
- c. Memorandum of Articles for Limited Companies.
- d. Any other documents showing names and signatures of latest elected office bearers.

iii. Credential: Scanned pdf of work credential issued in favour of the contractor/bidder as detailed under clause 5 later. Bill of Quantities (BOQ) duly authenticated by the competent authority along with work order is to be submitted uploaded under ‘OID’ cover (name of file should be “**credential.pdf 1**”). In case of execution of supplementary/substitute supplementary having value more than 30% of the BOQ, final gross value of bill (without contractual rate) including such supplementary/substitute supplementary may be considered in lieu of the original BOQ and scanned and authenticated copy of the Bill shall be uploaded in the ‘**credential.pdf 2**’.

iv. Others: Any other document found necessary.

**NOTE : Failure of submission of any one of the above mentioned documents will render the Quotation liable to summary rejection.**

### **3.3 Financial Proposal**

The financial bid should contain the following documents in one cover (folder).

i. Bill of Quantities (BOQ): The contractor/bidder is required to quote the rate as percentage above or below Quotation value on-line in the space marked for quoting rate in the BOQ. (only downloaded copy of the above documents are required to be uploaded by the contractor/bidder)

NOTE:

a) *BOQ without a valid numeric rate at the space provided in the BOQ will be rejected outright. Contractors/bidders willing to quote “at-par” shall need to write “0” at the space provided for rate in the BOQ.*

b) *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.*

### **4. Quotation Fee and Earnest Money Deposit (EMD).**

i. Quotation Fees: Entire set of e-Quotation document is made available free of any cost through the State Government e-Quotation portal having URL <https://wbQuotations.gov.in> and the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) . In case of off-line Quotations having Quotation value below Rs. 5.00 lakh, Quotation documents are available free of cost and also made available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) . Cost of Quotation documents shall not be charged even during execution of formal Quotation agreements. However, the contractors/bidders may wherever necessary be charged suitably for asking additional multiple copies of drawings, specifications, Schedule of Rates of the Circle/s (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 1<sup>st</sup> September, 2016. Intending bidders desiring to make payment

of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-Quotation/e-procurement, if opted for EMD payment through RTGS/NEFT

A. Login by bidder:

- a. A bidder desirous of taking part in a e-Quotation invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b. He/she will select the e-Quotation to bid and initiate payment of pre-defined EMD for that e-Quotation by selecting from either of the following payments modes:
  - i. Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii. RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

B. EMD payment procedure:

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

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

b. Payment through RTGS/NEFT:

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

- 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.

viii. 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(Sundarbans Delta Project)/River Research Institute, payable at Kalyani 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, (Sundarbans Delta Project)/River Research Institute 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.

## **5. 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 Quotation (Quotation 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 other than direct Union Government Departments /Ministries outside the State of West Bengal. Also such certificates when issued in all other States other than those directly of State / Union Government Departments/Ministries and Indian Railways 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.

## 6. Eligibility Criteria

i. 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.

*ii. Financial proposal of any contractor will come under the purview of consideration only if the criteria mentioned below are fulfilled*

Net notional amount calculated from Completion Certificate (CC) of a single work during last 5 years issued in favour of the contractor/bidder /agency/firm/consortium for a work of similar nature should be **at least 30%** of the amount put to Quotation (Quotation Value) for the work. However, for consortiums where CC of individual entities of the consortium are to be considered, sum of work values in the CC of individual entities (one for each entity) for works of similar nature should be at least **90%** of the Quotation value. The power to decide on the criteria of similarity rests without any prejudice solely with the Quotation Accepting Authority.

## 7. Eligibility criteria for participating in more than one Quotation in a e-NIQ

i. Submission of e-Quotations by one single contractor/bidder in excess of 50% of the number of works in any particular e-NIQ will not be considered.

ii. Normally separate Completion Certificates (CC) of 100% completed works is required to be submitted for participating in separate works under a particular e-NIQ. However CC for one particular work may be considered as eligibility for participation in maximum two numbers of serials of a e-NIQ, provided requisite credential for two such works (to be added arithmetically) satisfies the requirement in all respects out of one such CC.

## 8. Penalty for suppression / distortion of facts

If any contractor/bidder fails to produce all the original hard copies of the documents (especially Completion Certificates and audited balance sheets), 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-Quotation process prior to the issue of work order, the Quotation 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 Quotation Inviting Authority and the contractor/bidder may be suspended from participating in all future

Quotations on the e-Quotation 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-Quotationing 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. Quotation for a period up to three years. For e-Quotations where such suppression / distortion / falsification is detected at an advanced stage of e-Quotation 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-Quotation.

#### **9. 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.

#### **10. 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, Sundarbans Delta Project Division** between 11.30 hours to 16.30 hours on any working day prior to date of submission of bid of e-Quotation.

#### **11. Conditional and incomplete Quotations**

Conditional and incomplete Quotations are liable to be summarily rejected.

#### **12. Opening and evaluation of Quotations**

##### **12.1 Opening of a 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 off-line Quotations for each Quotation value below Rs 5.00 lakh shall include such clauses as is notified by the Department from time to time.

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

- i. Technical proposals will be opened by the Quotation Inviting Authority or his authorised representative/s electronically in the official website stated earlier, using their authorised Digital Signature Certificate/s (DSC).
- ii. Technical proposals for those e-Quotations whose scanned copies of DD/DCR/BC towards EMD have been uploaded/Acknowledgement of transaction on-line ID scanned copy uploaded by the bidder will only be opened at the 1<sup>st</sup> instant and then the remaining technical documents should be downloaded by the TIA.
- iii. Intending contractors/bidders may remain present if they so desire.
- iv. Cover (Folder) for Statutory Documents (vide Clause 3.2.A) will be opened /decrypted first and if found in order, Cover (Folder) for OID (vide Clause 3.2.B) will be opened. If there is any deficiency in the mandatory documents, the e-Quotation will summarily be rejected.
- v. Decrypted (transformed into readable format) documents of the OID (Other Important Document) Cover will be decrypted/downloaded and handed over to the Executive Engineer/TIA.

## **12.2 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 the applications, the Executive Engineer may summon the contractors/bidders and seek clarifications / information or seek additional documents or original hard copy of any of the documents already submitted on-line and if these cannot be produced within a reasonably stipulated timeframe, their bid will be liable for rejection.

## **12.3 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 (TAA) 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.
- vi. If there is any scope for lowering down of rate in the opinion of the Executive Engineer / TAA, 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, 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.
- viii. After holding such e-sealed bid Quotation cum auction, final result after acceptance of the rate by the Quotation Accepting- Authority would have to be uploaded in the e-Quotation website.
- ix. The Executive Engineer/TAA may ask any of the contractors/bidders to submit rate analysis to reasonably justify the quoted rate by that contractor/bidder.
- 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 if so justified in the interest of public works and take decision on the basis of L1 in Re-Quotation or subsequent e-Quotation. Penal actions for premature withdrawal by bidder have been stated under clause 8 earlier.

## **12.4 Quotation Accepting Authority (TAA)**

Authority to which the power has been delegated to accept Quotations as per latest Departmental Notification will function as the Quotation Accepting Authority (TAA) for evaluation of technical and financial proposals of works having Quotation value within his/her range of acceptance. As per present delegation, TAA for different Quotations within the range above Rs 0.10 Lakh up to Rs 45.00 Lakh would be as follows:

- i. For e-Quotations of value up to Rs 45.0 lakh (above Rs 5.00 lakh and up to Rs 45.0 lakh): Executive-Engineer, Sundarbans Delta Project Division, I&W Directorate.

### **12.5 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 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. Maximum 5 % excess beyond 'Quotation Value' (Amount put to Quotation) may be accepted by the Executive Engineer if at least three valid Quotations have been received subject to the overall power of Quotation acceptance delegated to each level of engineer officers as mentioned in the Department Notification issued from time to time, provided Quotation value after abatement is within the administratively approved cost. In case of excess over administratively approved amount, proposal for revised administrative approval would have to be submitted to the Government, but acceptance of Quotation and issue of work order may not be kept pending for want of revised administrative approval.
- v. Above 5% and up to 10% of the Quotation Value can be recommended for acceptance by the Government appointed Departmental Quotation Committee (DTC) subject to the conditions that valid Quotations should not be less than three and L1 is accepted and Quotated amount is within the administratively approved cost. In case of excess over administratively approved amount, revised administrative approval would have to be submitted to the Government but acceptance of Quotation, and issue of work order may not be kept pending for want of revised administrative approval.
- vi. For acceptance of e-Quotations above 10% of the Quotation Value (Amount put to Quotation), upon specific recommendation of the DTC as mentioned at clause 12.5 (v) above, with that of the Department shall have to be sent to the Finance Department.
- vii. 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.
- viii. 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 3rd Quotation in widely circulated dailies and through website, 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, provided the rates do not exceed the schedule rates (SoR) beyond 5% in case of works estimate and the Quotated value is within administratively approved cost. The same procedure to be followed for obtaining revised administrative approval, stated at clause 12.5 (iv) above, would also be applicable here. Otherwise such cases should be referred to the appropriate Government with the recommendation of the DTC for decision.

### **13. Acceptance of e-Quotation**

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

### **14. Execution of Formal 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 Agreement' with the Executive Engineer in quadruplicate in W.B.F No 2911(ii) and other Quotation documents. During executing the 'Formal Agreement', the successful contractor/bidder will be provided all the Quotation documents free of cost.

### **15. Return of EMD of the unsuccessful bidder(s)**

- i. In the present system of e-Quotation, only L1 bidder is required to submit the EMD in original form after receipt of LOA. Rest of the bidders are required only to upload scanned copies of instrument of EMD in e-Quotation. However, most banks demand acquaintance of the Executive- Engineer to whom the EMD are

pledged, which should be done promptly by the Executive- Engineer within 3 working days after being approached in writing by an unsuccessful bidder, with the instrument.

- a. EMD of the contractors/bidders disqualified in the technical evaluation will revert to the respective bidder's accounts without requiring any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically once the technical evaluation is electronically processed in the e-Quotation portal.
- b. EMD of the technically qualified contractors/bidders other than that of the L1 and L2 will revert to the respective contractor's/bidder's account without any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically once the financial bid evaluation is electronically processed in the e-Quotation portal.
- c. EMD of the L2 contractor/bidder will revert to the respective contractor's/bidder's account following the same path in which the EMD was transferred from the contractor's/bidder's account from the pooling account electronically, once the L1 contractor/bidder accepts the LOI/LOA and the same are processed electronically.
- d. Till such commencement of on-line EMD processing, the hard copies pledged in favour of Executive Engineer would require acquaintance from him/her as per banks mandate.

#### **16. Payment against bills raised by the contractor**

The payment of Running Account as well as final bill for any work based on progress and performance will be made according to availability of fund and no claim due to delay in payment will be entertained.

#### **17. Bid Validity**

The Bid will be 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.

#### **18. Withdrawal of bid**

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 4(ii) and clause 8 referred earlier would be applicable.

#### **19. Schedule of dates for e-Quotationing**

<b>Sl. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
1.	<b>Publishing Date</b>	18.07.2017 at 16.00 Hrs.
2.	<b>Document Download start date</b>	18.07.2017 at 16.00 Hrs.
3.	<b>Bid submission start date</b>	18.07.2017 at 16.00Hrs.
4.	<b>Last date of downloading of documents</b>	25.07.2017 up to 14.00Hrs.
5.	<b>Last date of online bid submission</b>	25.07.2017 up to 14.00Hrs.
6.	<b>Technical Bid opening date</b>	27.07.2017 at 14.00Hrs.
7.	<b>Uploading of the list of Technically qualified bidders</b>	To be notified in due course
8.	<b>Financial Bid opening date</b>	To be notified in due course
9.	<b>Uploading of CS ( Comparative Statement) and uploading of Final FBE</b>	To be notified in due course
10.	<b>Uploading of the Letter of Invitation / Acceptance LOI/LAO</b>	To be notified in due course
11.	<b>Uploading of Award of Contract (AOC) (Work Order)</b>	To be notified in due course

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

TAA: e-Quotation Accepting Authority (Executive Engineer)

**FORM 1**

**APPLICATION FOR e-QUOTATION**  
**(To be typed in company letter pad, typed**  
**and uploaded)**

To  
The Executive Engineer  
Sundarbans Delta Project  
River Research Institute.

**e-Quotation No:- WBIW/EE/SDP/RRR/eNIQ- 05/2017-18(3rd Call)**

**Serial No of Work applied for: -.....**

Dear Sir,

Having examined the Statutory, OID & all other e-NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the works as per e-Quotation no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Full name of Bidder / Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids  
For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

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	Year Annual Turn Over rounded up to in Rupees lakh (two digits after decimal)	
1.			
2.			
3.			
Total			

**Average Annual Turnover (in Lakh of Rupees) :**

Note:

1. Year preceding the current financial year is to be considered as Year-1.
2. Average annual turnover is to be expressed in lakh of Rupees rounded off to two digits after decimal.
3. Average annual turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

\_\_\_\_\_  
Signature of the bidder/contractor with date & seal if any

Date & Place:

Verification of Licensed Auditor Firm/ CA Firm  
with full corresponding address, Phone No.  
with Membership No. and official seal

### Form 3 (Modified)

#### Completion Certificate (100% Physical Completion)

1. Name of the work :
2. Name of client :
3. Amount put to tender :
4. Contractual Rate :
5. Whether the work was divided between / among more than one contractor, (write Y / N) :  
If yes, mention the percentage of such division (i.e 50% or 33.33% or 25%)
6. Date of commencement :
7. Date of completion as per work order :
8. Actual date of completion :
9. Final gross 100% value of the bill without contractual rate (if the final bill is prepared, otherwise mention N.A) :
10. Attach copy of work order & BOQ : Write 'attached'
11. Attach copy of final gross 100% bill value (item-wise) if supplementary and / or substitute supplementary of more than 30% of the amount of BOQ crops up during execution and those supplementary / substitute supplementary items [If intended to be cited by the bidder to establish similar nature of work credential] : Write 'attached or N.A'

**Signature of the contractor/bidder  
with date and seal if any**

**Signature of the issuing authority  
with date and seal  
with Contact No., Postal address  
and e-mail address**

**Form-4**  
**Declaration against Common Interest**  
**(To be typed in company letter pad, typed 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 e-NIQ No. **WBIW/EE/SDP/RR/eNIQ- 05/2017-18(3rd Call)** Sl. 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