



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Teesta Left Bank Division
Oodlabari, Jalpaiguri

NOTICE INVITING QUOTATION
Notice Inviting Quotation No:- 02/EE/TLBD of 2017-18

Separate Quotations are being invited by the Executive Engineer, Teesta Left Bank Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal for the works mentioned in the list given from eligible and resourceful contractors/bidders having sufficient credential and financial capability for execution of works of similar nature.

The intending Quotationers should apply for Quotation paper in the office of the Executive Engineer addressing to the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.

Last date & time for application of Quotation is on 22.09.2017 till 15.00 hours.

The intending bidder/contractor must read the Terms & Conditions contained in the Notice Inviting Quotation (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 Quotation may submit their application for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

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 or 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 Quotations.

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.

Participation in more than one serial of work in a Quotation

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

- 1) Quotation documents to be submitted in the Quotation box in the office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri as per scheduled time and & date of original NIQ.
- 2) a) Separate Quotation should be submitted for each Work, as per attached List, in sealed cover inscribing the NIQ No., Sl. No. and Name of the Work on the envelope and addressing to the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
b) Submission of Quotations by Post or FAX or through Internet is not allowed.
- 3) The Quotation Document and other relevant Particulars (if any) may be seen by the intending Quotationers or by their duly authorized representative during office hours between 11.00 A.M. And 4.00 P.M. on every working day, till the date of issue of Quotation papers in the office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri. Any Quotationer may send his authorized representative to attend interview, bid or any other purpose allowed by Quotation accepting authority. Such authorization must be submitted in stamped paper in presence of 1st class

Judicial Magistrate or Notary Public.

4. Documents to be submitted along with the application of Quotation paper

Sl. No.	Folder name	Details	Remarks if any
A	Certificates	1. Professional Tax Payment Certificate(PTPC) 2. PAN Card 3. Latest I.T Return Receipt 4. GSTIN	
B	Company Details	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	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 of 100% completed work issued by competent authority or any other related financial information	

- 4) a) Intending Quotationers should apply for Quotation Papers addressing to the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri in their respective Letter Heads enclosing **self-attested copies** of the following documents, **originals of which are to be produced at the time of Application of Quotation Paper**, as well as during interview (if any).
- i. P.A.N. & P. Tax valid at least up to the date of opening of the Quotations. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - ii. Individual deposit Challan (upto date) of Employees' Provident Fund & Employees' State Insurance Corporation.
 - iii. License to engage in the business of Private Security Agency valid up to the date of opening of the Quotations. License issued from Joint Secretary, Home Department, Govt. Of West Bengal.
 - iv. Service Tax Registration Certificate./GSTIN
 - v. Completion Certificates/Payment Certificate (s) for the single similar nature of work worth at least 30% of the value of the Work for which Quotation Paper is desired, executed within last 5 (five) years (to be determined from the actual year of completion, considering last financial year as Year-1).
 - vi. Declaration by the Applicant to the effect that there is no other applications for Quotation Paper for work in this N.I.Q. in which he / she / they has / have common interest. Failure to produce any of the above Documents may be considered good and sufficient reason for non-issuance of Quotation Paper.
 - vii. Eligibility certificates issued by the ARCS for Engineer's Co-operative and Labour Co-operatives.
 - viii. Partnership Deed(for Partnership Firms) and registration from the Register of Firms. Deed of Consortium/Partnership firm, and documents for their registration in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnershi p 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.

- ix. 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 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 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.
- x. Any contractors can apply for Quotation papers for a **maximum of 50% of the total number of works** (rounded up to next higher integer) published in any particular NIQ, depending on his credentials and financial capability.

b) (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 and 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 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.

iv. Guidelines for ascertaining similarity in nature of works

- A. Following major items having weightage of 25% or more in terms of monetary value in respect of amount put to Quotation for a work are to be identified and monetary value of each of the major item is to be calculated for any particular work listed in the NIQ by summing up the associated items of the BOQ coming up under any of the major items as described below:
 - a. Earthwork (Type A): Earthwork in dry excavation in irrigation canals / drainage channels or in making

of embankments on river / sea front / drainage channels / irrigation canals from borrow pit earth or transported earth, by manual / mechanical means including leads, lifts, and disposal / transportation etc.

- b. Earthwork (Type B): Earthwork is wet excavation in flowing channels/rivers/reservoirs by barge/pontoon mounted excavators including all leads & lifts and disposal/transportation etc.
 - c. Brickwork /Boulder Masonry Work: Brickwork/boulder masonry work and cement plaster, excluding brick block pitching and similar works.
 - d. Concrete work (other than for Buildings & Roads): RCC, PCC of all grades with reinforcement steels of concrete in hydraulic structures (i.e. structures on or across rivers / streams or jhora/ sea fronts/ drainage channels / irrigation canals excluding C.C block pitching / lining works) including Formwork and staging etc complete.
 - e. Structural Steel works: All types of structural steel works including M.S Sheet piles supply, fabrication, erection / installation etc. complete.
 - f. Protection work (Type A): C.C blocks / Cement concrete lining/toe walls/boulders of all kind, dry brick pitching / brick block pitching/boulder pitching/loose boulder apron/crated boulder dumping/brick bat dumping for sausage or aprons or under water scour depth filling by boulders / brick bats in geo-bags / nylon crated bags/laying of inverted filters below pitching (conventional or geo-jute or geo-synthetics) including supply, carriage and laying at site etc complete.
 - g. Protection work (Type B): Protection work with bullah and bamboo, porcupine cages / groyne or spurs and marginal embankments or levees, pitching by geo bags or polythene bags or crated polythene bags, including supply, carriage, placing / driving in position at site.
 - h. Road work (Type A): All items related to construction / renovation /improvement of bituminous roads/rigid & concrete pavements etc.
 - i. Road work (Type B): All types of fair weather roads involving use of boulder/brick bats/jhama bats/river bed materials/moorum etc.
 - j. Building works: All items related to brickwork, cement concrete work including reinforcement steel, scaffolding staging and shuttering, plastering, painting and flooring of buildings etc.
- C. If value of summation of those items contained in the BOQ or gross completed bill value of the CC (excluding contractual rate), related to at least one of the major items stated in the financial requirements at column 8 of the list of works is equal to or exceeds the amount of any one of financial requirements specified at column 8, the CC of that work may be considered as similar nature of work subject to fulfillment of the following conditions:
- a. After summation, the value may further be multiplied by the factors stated in the table under clause 7 (ii) to take care of the inflationary factors.
 - b. Whenever credential of individual entities of a Consortium is considered, multiplying factor of 0.30 stated in Clause 7 (iv) (B) should be considered as 0.90 of combined values of the BOQ, or gross combined final values of each of CC of the individual entities satisfy the requirement stated in Clause 7 (iv) C(a) above.

Eligibility criteria for participating in more than one Quotation in a NIQ Normally separate Completion Certificate (CC) of 100 % completed works is to be provided for participation in separate works in a particular NIQ. However CC for one particular work may be considered as eligible for participation in maximum 2 nos of SI, provided required credential for two such works (to be arithmetically added for identical major works) satisfies the requirements in all respect for one such completion certificate.

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

- (iv) Any suppression or misrepresentation of Fact will automatically debar the applicant from participating in any Quotation under the Division for at least 3 (three) years from date of Detection in addition to such other penal action as the Government may deem proper.
- c) Intending Quotationers having not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next superior Officer. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such authority within two days after the date of issue of Quotation Paper and copy of such communication should also be submitted to the Quotation Paper issuing authority within the same period failing which no such Appeal will be entertained.
- a) Quotation documents are available free of cost and NIQ also made available in the Departmental website 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.
- b) No Quotation Paper will be supplied by Post.
- c) No Quotation Paper will be issued after expiry of date & time mentioned in the notice.
- 5) Before submitting any Quotation, the Intending Quotationers should make themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take into consideration all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local Labours and Rates prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards. In this connection Quotationers may contact the office of the undersigned upto **22.09.17** between **11.00 A.M.** and **3.00 P.M.** on any working day.

Cost towards Earnest Money Deposit (EMD), for each work as noted in the List of Works, in the form other than those mentioned below, will not be accepted. Earnest Money Deposit (EMD) must presently be submitted 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, Teesta Left Bank Division, payable at SBI, Mal. [Labour Co-operative Societies are exempted from deposition of Earnest Money (Vide Order No No.03(W)/ 2015-16 Dated, 18th November, 2015 of Secretary, I&WD)]

Payment in any other forms viz. NSC, KVP, cheques etc will not be accepted.

- 1) Earnest money as noted in the list of works will have to be deposited by the contractors.
 - a. The Quotationer should quote the rate both in figures & in words on the basis of percentage above / below /at par the scheduled of rates attached with the Quotation form and also in the space provided in the Quotation Form.
 - b. Any Quotation containing over writing is liable to be rejected.
 - c. All corrections are to be attested under the dated signature of the Quotationer.
- 2) When a Quotationer signs his Quotation in an Indian language, the total amount Quotationed

should also be written in the same language. In the case of illiterate Quotationer, The Rates Quotationed should be attested by a Witness.

- 3) The Quotationer who will sign on behalf of a Company or a Firm, must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Quotation will not be considered and the deposited Earnest Money will be forfeited.
- 4) Any letter or other instrument submitted separately in modification of the sealed Quotation will not be entertained.
- 5) The Quotationer should submit a statement (if desired) at the time of submission of his Quotation showing the technical staff to be maintained for the work, with their technical qualifications, failing which the Quotation may be liable to rejection.
- 6) Conditional Quotation, which does not full fill any of the above conditions, and is incomplete in any respect, is liable to summarily rejection.
- 7) GST, Royalty, Building & Construction Workers Cess and all other statutory Levy/Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
- 8) Lowest valid rate should normally be accepted. The **Superintending Engineer, Teesta Barrage Circle, 2nd Mile, Siliguri**, is the accepting authority of Quotation and The Quotation Accepting Authority dose not bind himself to accept the lowest Quotation and reserves the right to reject any or all of the Quotations received, without assigning any reason whatsoever and also reserves the right to distribute the work amongst more than one Quotationers on technical feasibility.
- 9) The Quotationer will have to, if so desired by the Quotation Accepting Authority, submit his analysis of rate to justify the rate quoted by him.
- 10) The Quotations will be opened, as specified in the List of works in the Chamber of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri in presence of the participating Quotationers or their duly Authorized Representative who may be present at the time of Opening and who may also put their signature in the Quotation Opening Register.
- 11) The successful Quotationer will have to execute the formal agreement in duplicate which will have to be obtained from the office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri, failing which the Earnest Money shall forthwith stand forfeited in the favour of the Government and the communication of acceptance of the Quotation/ Formal work order shall automatically stand cancelled.
- 12) If any Quotationer withdraws his Quotation before its acceptance or refuses / fails to convert it into a Contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure, he shall be disqualified for submitting any Quotation in this Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
- 13) The successful Quotationer will have to abide by the provisions for the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
- 14) Materials such as cement, etc. have to be procured directly by the contactors as contractor supply [vide MOM held on 27.04.2015 at Teesta Sech Bhawan chaired by CE, TBP.]. Any other materials not listed therein, if supplied by the department, the issue rate for such materials will be fixed by the Engineer-in-charge.
- 15) Hire charge for Tools & Plants machinery, if issued departmentally, will be recovered from Contractor at such rates as will be fixed by the Engineer-in-Charge. The period of Hire Charges of all Tools & Plants machinery issued from the Govt. Godown will be counted from the date of their issuance from the godown and up to the Date of return into the same godown and the Hire Charges will be recovered from Contractors accordingly. All Tools & Plants Machinery issued to the Contractor must be returned in good condition. In the case of any damage, the cost of repair of such damage or replacement will be recovered from Contractor.

- 16) In the following cases a Quotation may be declared informal and unacceptable.
- Correction, alterations, additions etc. if not attested by the Quotationer.
 - Earnest Money in the form of D.C.R. / Demand Draft etc which are short deposited and / or not deposited in the favour of **the Executive Engineer, Teesta Left Bank Division.**
 - If the Quotation Form is not properly filled in respect of the general Description of the work, Estimated Cost, Rate of deduction of Security Deposit etc. in page -2 and other pages as are required to be filled in.
 - If the specified pages of the Quotation Document are not signed by the Quotationer.
 - If the Quotation is not submitted in a Cover properly sealed and name of the work is not indicated on the cover with N.I.T No.
- 17) For the refund of the Earnest Money of the unsuccessful Quotationer(s), he / they is / are to apply for the same to the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri, giving the reference to the work, N.I.T. No., Date of Quotation, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of All Quotationer other than the 1st Quotationers in each case, maybe refunded after acceptance of rate in the comparative statement, as early as possible.
- 18) To verify the Competence Capacity and Financial Stability of the intending Quotationer(s) the Issuing Authority may demand production of any necessary Document(s) as it may deem necessary.
- 19) The payment of any work will be made according to the availability of specific Fund and no claim whatsoever for delayed payment will be entertained.
- 20) Normally Quotation Paper for not more than one work in any one NIQ will be issued to an applicant who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIQ Quotation Paper Issuing Authority may Issue Quotation Paper for any serial even though it may not be preferred by the applicant.

28. Time Schedule of Quotation procedure:-

i)	Last Date & Time for application for issue of Quotation Form	22.09.17	upto 15.00.hrs.
ii)	Last Date & Time for issue of Quotation paper.	25.09.17	upto 16.00.hrs.
iii)	Date & Time of dropping of Quotation box at the dropping centers.	09.10.2017	at 15.00 .hrs.
iv)	Date & Time of opening of Quotation in the office of the undersigned	09.10.2017	at 15.30 .hrs.

Sd/-
Executive Engineer
Teesta Left Bank Division.
Oodlabari, Jalpaiguri

NIQ NO:- 02/EE/TLBD of 2017-18**LIST OF WORKS:**

Sl. No	Name of work	Earnest money	Source of Funding	Time allowed for completion of the work	Minimum eligibility of the Contractor for participating in the Quotation.	Physical Milestones for completion of each work within stipulated time (Refer to Clause 17 of the General Terms & Conditions)
1	2	4	5	6	7	8
1.	“Guarding the Godowns & Stackyards of Teesta Barrage Project situated at Teesta Barrage Township Colony at Oodlabari in P.S.- Mal, Dist. – Jalpaiguri.”	Rs. 9600.00	Non Plan	180Days	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 NIQ	1) Daily Guarding – 180 days

Note:

- 1) No Postal documents i.e. NSC, KVP etc. will be entertained as earnest money.
- 2) Payment will be made only after proper utilization of materials at working site and according to availability of specific fund.
- 3) If the quoted rates are not found reasonable for the works of this NIQ a bid may be held amongst the participating Quotationers on the date of opening Quotation just after opening or other day as deemed fit. The participants should present positively on that day to participate in the bid if so arrises.

Sd/-

Executive Engineer
Teesta Left Bank Division.
Oodlabari, Jalpaiguri

Additional Terms & Conditions

1. Executive Engineer of the concerned Division is the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above quotation is made with officers other than the Engineer-in-charge for speedy execution of work, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorised to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of any dispute, the decision of Engineer-in-Charge shall be final and binding.
2. Acceptance of the e-quotation including the right to distribute the total work between two or amongst more than two contractors/bidders will rest with the Engineer-in-Charge without assigning reason to the contractors/bidders thereof. The Executive Engineer as the accepting authority reserves the right to reject any or all quotations without assigning any reason thereof.
3. The contractors/bidders shall have to comply with the provisions of (a) **Contract labour (Regulation & Abolition) Rules, 1970 and its revision** (b) **Minimum Wages Act 1948 and its amendments**, or the modifications thereof or any other laws regarding the minimum wage payment thereto enforced by the appropriate Government from time to time. In addition to the monthly salary, the agency shall also have to extend statutory benefits provided under **Employees' Provident Fund and Miscellaneous Provision Act, 1948 and Employees' State Insurance Act, 1948** and the other benefits in terms of applicable labour law. Failure to do so would liable to termination of the contract.
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.
5. Any duty / tax / royalty etc. whatsoever is imposed by the appropriate Government after issuance of work order / commencement and completion of the work, is to be borne by the contractor/bidder.
6. Cess as per relevant order of appropriate Government shall be deducted from the gross value of all works bill. Also, it is instructed to register his/her establishment under the relevant Act with the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region.
7. 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.
8. 'Security Guard without arms' shall be deployed for 8 hours shift duty basis for 24 (Twenty Four) hours in continuous for guarding arrangement for safety & protection of all Government properties lying within the colony complex, staff quarters, godowns , office buildings etc.
9. No. Of guards in each shift shall be usually 4 (four) and cab be shuffled as per direction of Sub- Divisional Officer/ Junior Engineer in charge.

10. 'Security Supervisor without arms' shall look after the duties of the security guards round the clock and special attention should be paid at the time shifting of duties. In case of any unwarranted situation/incidents security supervisor has to face & tackle the situation instantly and should be informed to the Sub-Divisional Officer/Junior Engineer in charge.
11. **The Agency will be liable for any loss, theft, pilferage, damage of Government properties laying within the colony campus at Teesta Barrage Township Colony at Oodlabari.**
12. **The guards and security supervisor have to wear uniform during performing duty** with requisit articles i.e. uniform, cap, torch with batteries, lathi, whistle, umbrella ,rain coat, Identity Card etc. will have to be supplied by the Agency at his own cost **(at least twice in a year)**. **The quoted rate should include all these costs.** No extra payment would be made for these.
13. In the event of security personal found without dress and necessary articles required for guarding **will be treated as absent**. In this regard decision of supervising officer will be final. No claim in this regard will be allowed later on.
14. The contractor should thoroughly scrutinise the site of work and relevant quotation documents, drawings etc. before submitting the e-quotation and satisfy himself/herself regarding the conditions and nature of works and ascertain the difficulties that might be encountered during execution of the work, availability of drinking water and other human requirements including safety and security etc. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements through security supervisor in respect of the persons deployed for security purpose. The contractor will not be entitled to any additional financial claims or extra rates on any of these accounts.
15. The service enjoyed by the Agency provided in connection of electrification and other facilities (If any) apart from arrangement provided in Guard room etc., the charge borne by the service utilized will be deducted from monthly bill.
16. An attendance register should be maintained by the Security Supervisor at guarding location and that has to be authenticated by the concerned Sub-Divisional Officer/ Sectional Officer, failing which the Department has no liability regarding payment of security guard. The record should be verified by the Sub-Assistant Engineer.
17. Roster for daily shifting duty for 8 hours and monthly shifting duty for the security guards is to be submitted by the Security supervisor on behalf of Agency to the concerned Sub-Divisional Officer/ Assistant Engineer at the very beginning of each month for verification and checking of guarding bills etc.
18. A Visitors' Book duly authenticated by the In-Charge AE/SDO should be kept by the Agency at his own cost at entry and exit point of colony campus to register the movement and purpose of unknown person/new person/vehicle with detailed entry and signature of unknown person/new person. In case of any requirement the said Book, the same is to be produced by the Security supervisor to the Engineer-in-Charge or his authorized representatives.
19. The contract period will be one full year from the date of commencement unless is curtailed or terminated by this Department. This period of contract may be extended in case of satisfactory performance.

20. 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.
21. The Agency shall have to furnish the following documents in respect of the security personnel who will be deployed before commencement of work :
 - Full name of persons deployed with their fathers'/guardians' name and Complete residential address along with photograph of all security guards deployed by the Agency.
 - Attested photocopy of Voter Identity Card/AADHAR Card/PAN Card.
 - Bio-data of the persons along with the certificates in respect of educational/professional qualification etc.
 - Attested photocopy of school leaving certificate/Admit Card containing date of birth.
 - Character certificate from a Gazetted officer of Central/State Government.
 - Certificate of verification of antecedents of persons by local police authority.
22. In case, the person employed by the Agency commits any act of omission/commission that leads to misconduct/indiscipline/incompetence, the Agency will be liable to take appropriate action by replacing the said security guards with other by providing documents as laid in clause 16. If the misconduct created by security person may apprehend detrimental for the Project authority the agreement will be treated as cancelled with forfeiture of total security money or imposition of penalty as decided by the Engineer-in-Charge.
23. The guards will never leave from the duty location until or unless relieved by the guard or guards of next shift. In case of substitution, the same should bring by the Security Supervisor to the notice of the controlling authority. The selected Agency shall immediately provide a substitute in the case of any person leaving the job due to his personal reason. **The delay in providing a substitute beyond three working days would attract a penalty of Rs. 500.00/ Absentee/Day.**
24. The security guards should maintain good behaviour and manner with the public as well as with the Departmental and Government employees otherwise suitable action should be taken by the Agency for removing of same guard from work site.
25. One copy of **Identity Cards with passport size photograph and complete present residential address** has to be issued to each guard and Security Supervisor. The duplicate set of the same should be in custody of the concerned Sub-Divisional Officer/Assistant Engineer.
26. The nos. of security guard for any particular station may be changed on emergency with prior notice from the AE/SDO-in-Charge.
27. It is specifically and distinctly binding that the Agency shall have no right, title or interest on the premises made available by the Department for rendering security service and the Department shall have an absolute and unfettered right to remove contractor, their guards and materials lying within the premises with immediate notice.
28. **The department shall not be responsible in any way for employment of the security personnel engaged by the Agency on termination or during contract period.** Also, the Engineer-in-Charge will not be responsible to compensate or otherwise be liable in any manner whatsoever for any injury or death of any security guard while on duty.
29. Monthly bills in triplicate for payment to the guards has to be submitted by the Agency or his authorized security supervisor to the concerned Sub-Divisional Officer/Assistant Engineer on first working day of every month and payment will be made on receipt of the bill by the undersigned subject to availability of fund after deduction of requisite Tax and

security deposit (for remaining 8% of the quoted amount). No claim for delayed payment will be entertained. Payment to security guards must be made within seventh of every month by the Agency himself. **No payment will be made unless and until production of Employment Provident Fund clearance and insurance payment certificate.**

30. On successful completion of contract period the entire security deposit free of interest will be refunded to the Agency with the availability of fund.
31. The Agency is bound to abide by the Government rules and regulations and all clauses (1 to 27) of this Additional Terms & Conditions, failing which as well breach of contract, his contract will be terminated.
32. All quarries and disputes arising out of the works quotation contract is to be brought to the notice of Chairman of the Departmental Dispute Redressal Committee in writing for decision within 15 days.
33. The Security Personnel should abide by the following Guidelines :
 - Should be physically fit and mentally alert when on duty.
 - Should always wear proper uniform and be equipped with whistle, lathi etc.
 - Should not relax or gossip or befriend with local people or trespassers.
 - Should watch over the movement of outsider. If any abnormal behaviour has come to notice should chase that for cross examination.
 - Should not allow any sales person or beggars or cattle grazers to approach the individual quarter and office unless having pass or permission from S.D.O. concerned. May allow regular servicemen like postman, milkman, maids and newspapers deliveryman etc. only.
 - Should allow entry of the vehicle of outsider with due record of the purpose of visit and the name of person to whom to meet in Visitors' Book.
 - Should not allow any outsider vehicle to park inside the campus without permission of S.D.O.
 - Should not allow overcrowd to the campus or in office premises.
 - Should keep the gate shutters half closed during office hours for restricted movements and close watch to the outsiders.
 - Any serious matter must be immediately brought by the security supervisor to the notice of the concerned S.D.O./JUNIOR ENGINEER in-charge.

Sd/-
Executive Engineer
Teesta Left Bank Division
Oodlabari, Jalpaiguri

Form – 4

Declaration against Common Interest

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.

_____ SI.No. _____ do not have any common interest either as a
partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in
the same serial for the work I / We want to participate.

Date :

Signature

Memo no:-1Q-2/414/1(10)

Dated -15/09/17

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

1.	Chief Engineer, Teesta Barrage Project, Teesta Sech Bhawan, 2 nd Mile Sevoke Road, Siliguri.
2.	Superintending Engr., Mahananda Barrage Circle, Tinbatti. Siliguri w.r.t. his Memo No.1500/1S-1(V), Dated. 21.07.2016.
3.	Superintending Engr., Teesta Barrage Circle, Teesta Sech Bhawan, 2 nd Mile Sevoke Rd.Siliguri.
4.	Nodal officer of e-Quotationing. Irrigation & Waterways Department Jalsampad Bhawan, 7th Floor, Salt Lake City, Kolkata-700091 with the request to upload this NIQ in the Departmental website: wbiwd.gov.in (Sent to the e-mail : dvcsc6816@gmail.com /irrigationhelpdesk@gmail.com)
05/7	Executive Engineer, Teesta MoNIQoring &Evaluation Division/ Teesta Resources Division-I/ Teesta Barrage Division, Oodlabari, Jalpaiguri
8/10	Sub-Divisional Officer, Teesta Barrage Sub-Division No V/VI/VII
11	Divisional Accounts Officer of this office.
10.	Notice Board.

Sd/-
Executive Engineer
Teesta Left Bank Division
Oodlabari, Jalpaiguri