

(Latest modified e-NIQ 'Standard Format' for works of 'Quotation Value' (Amount Put to Quotation) above Rs.5.00 lakh upto Rs. 45.0 lakh)

**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Sundarbans Delta Project  
River Research Institute  
Haringhata Central Laboratory  
Mohonpur, Nadia - 741246  
e-Mail id – [rrisdp@gmail.com](mailto:rrisdp@gmail.com); Ph no. (033)25872233**

**NOTICE INVITING e-QUOTATION**

**e-N.I.T No - WBIW/EE/SDP/RRI/eNIQ - 09/2017-18**

**Memo No: 1326**

**Dated 14.11.2017**

Separate Quotations are hereby invited by the **Executive Engineer, Sundarbans Delta Project, River Research Institute, Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal through electronic Quotation, (e-Quotation) under single stage two part e-Procurement System (Part I: Techno-commercial bid and Part II: Financial bid) for the 'LIST OF WORKS' given in next page from eligible Bonafide contractors/agencies/bidders having desired Prequalification eligibility credential for execution of works of similar nature and requisite financial capability. The technical bid in Part-I would require the bidder to only qualify for the next stage and the Part-II comprising financial bid would determine final selection of bidder for execution of the work.

Intending contractors/bidders desirous of participating in the e-Quotation are required to login the Government of West Bengal e-Procurement website having URL <https://wbQuotations.gov.in> and locate this Quotation by typing **WBIW/EE** in the search engine provided therein, or by logging-in using their assigned user ID and password. They may also visit the official website of Irrigation & Waterways Department, Government of West Bengal [www.wbiwd.gov.in](http://www.wbiwd.gov.in) and locate the same e-Quotation by clicking the "e-Procurement" link.

Contractors/bidders willing to take part in this e-Quotation are required to obtain a valid Digital Signature- Certificate (DSC) from any of the authorized 'Certifying Authorities' (CA) under Controller of Certifying Authorities (CCA), Department of Electronics & Information Technology (DEIT), Govt. of India. (viz. NIC, n-Code Solution, Safescrypt, e-Mudhra Consumer Services Ltd, TCS, MTNL, IDRBT) or as notified by the CA /Finance Department, GoWB from time to time. DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from any of the above CA, they are required to register the fact of possessing the DSC through a 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 Departmental e-Quotationing Help desk located at the 7th Floor of Jalasampad Bhavan at Bidhannagar, Sector-II, Kolkata, or through designated e-mail addresses of ID:[irrigationhelpdesk@gmail.com](mailto:irrigationhelpdesk@gmail.com) and [dvcsc6816@gmail.com](mailto:dvcsc6816@gmail.com) with Telephone No. 033-23346098 and the State Level e-Procurement Help Desk located at the Ground Floor of Jalasampad Bhavan, through [wbehelpdesk@gmail.com](mailto:wbehelpdesk@gmail.com) on any working day between 10AM-5PM for any query on e-Quotationing procedure, obtaining DSC and free of cost training on e-Quotationing usage.

Intending contractors/bidders are required to download the e-Quotation documents directly from either of the websites stated above. Quotation/bid is required to be submitted on-line with the help of the e-Tokens provided. **This is the only mode of submission of Quotation.** The interested bidders eligible for the Quotation may submit their bids through the e-Procurement System using their valid DSC e-Token with assigned PIN and using login ID and password. Details of e-Quotation submission procedure for participating in Quotations of the State Government have also been explained in the 'Bidders Manual', which is available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). Minimum period given to the contractors/bidders for submission of e-bids is counted from the date on which the notice inviting Quotation including e-Quotation is actually published in newspaper(s).

**Last date & time of submission of bid electronically, is on 23.11.2017 till 15.00 Hours IST.**

The applicant bidders/contractors must read carefully all the 'Terms & Conditions' contained in this e-Notice Inviting Quotation (e-NIQ). He/she should particularly go through the Pre-qualification(PQ) works & financial eligibility criteria, and satisfy himself/herself of all the mandatory requirements. Bidders desirous of participating in the e-Quotation should submit bids for the work only if they fulfill the minimum PQ eligibility criteria and are in possession of all the required PQ documents in original.

All information posted in the website consisting of e-NIQ and related documents, WB Works Contract Form No.2911(i)/2911(ii), Bill of Quantities (BOQ), EMD exemption order, if any, of competent authority, corrigenda and drawings etc. if any, all shall form a part of the Quotation Agreement / contract document.

## LIST OF WORKS

**e-NIQ No. WBIW/EE/SDP/RRI/eNIQ- 09/2017-18**

Sl. No.	Name of Work//Project/Procurement	Earnest Money Deposit (Rs.)	Time allowed for completion	Source of fund	Minimum eligibility criteria to match the Prequalification (PQ) works credential in terms of execution of similar previous works contract	Physical Milestones for completion of each work within stipulated time (Refer to Clause 17 of the General Terms & Conditions of e-NIQ)
1	2	3	4	5	6	7
1	<p><b>"Integrated facility management of the Main office building, Quality Control Laboratory and Inspection Bungalow of River Research Institute, comprising of Housekeeping Services and other services at Mohonpur, Nadia during the year 2017-18.."</b></p>	<p>20,000/- (Twenty thousand only)</p>	<p>1(one) year</p>	<p>Non-Plan</p>	<p>Summary of minimum eligibility desired for technical qualification and for next stage of financial bid of this Quotation: Bonafide contractors/bidders having Gross Notional value of Completion Certificate (CC) of one 100% completed single project works contract (PQ work credential) in Govt Sector of similar nature (defined under clause 5) to the particular work in this e-NIQ, completed within the last five financial years should be of value at least <b>30%</b> of the amount put to Quotation (Quotation amount) as described below: (Brief description of PQ work credential desired (with corresponding PQ eligibility amount in Rupees.....))</p>	

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

**1. Eligibility for participation in e-Quotations**

Bonafide Indian Organisations/ Firms /Companies, State Registered Co-operative Societies, Registered Indian Companies/Firms being the contractors/bidder of equivalent grade or class registered with the Union, State Governments /Govt. Undertakings with proven credentials in execution of similar nature of works by order on the date of publication of NIQ are eligible to participate subject to fulfilling the criteria laid down in the subsequent paragraph. Consortiums and Joint Ventures are not allowed to participate in Quotations of value up to Rs. 45.00 lakh.

**2. Submission of bid**

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

Bids are to be submitted electronically only through on-line bid submission in the e-Procurement portal [www.wbQuotations.gov.in](http://www.wbQuotations.gov.in) as stated earlier. All documents uploaded in the e-Quotation by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. Contractors/bidders are required to upload the entire set of Quotation documents along with all other relevant PQ documents as asked for in the e-NIQ, electronically through the above portal, within the stipulated date and time as notified in the e-NIQ. Quotations are to be submitted in two parts/folders at the same time for each work, one being 'Technical Proposal' and the other 'Financial Proposal'. The contractor/bidder should carefully go through all the documents of the e-Quotation and prepare to upload the scanned copies of original documents in a 'Portable Document Format' (PDF) files in the designated link in the web portal as their 'Technical Bid'. He/she needs to fill up the rates of items/percentage above or below or 'At-par' in the BOQ downloaded for the work in the designated cell in 'Excel sheet only', and upload the same in the designated link in the portal as their 'Financial Bid'. Documents uploaded are virus scanned and digitally signed using the 'Digital Signature Certificates' (DSC). Contractors/bidders should especially take note of all the *Addenda* and *Corrigenda* notices related to the e-Quotation and upload all of these documents also forming a part of their bid as Quotation document. Documents uploaded by the contractors/bidders with all information & financial bid/rate comprising 'Technical bid' and 'Financial bid' cannot be changed after last/end date and time for submission of e-Quotation. Extension of last date for e-bid submission, if unavoidable, is to be notified within the original validity period of e-bid submission.

**3.2 Technical Proposal**

The Technical Proposal should contain scanned PDF files of all documents and declarations in the following standardised formats in two part covers or folders.

**3.2 A Technical cover containing:-**

- i. **Applications for e-Quotation:** vide application with Self Declaration in specimen *Form-1* which is to be uploaded during bid submission in "Forms" folder.
- ii. **Affidavits or undertakings of bidders in 'Forms' folder:** Self declaration of bidder not having common interest in any other work Quotated under different serials of this particular e-NIQ vide Specimen *Form-2*, Power of Attorney to sign contract/Agreement on behalf of a Firm, Company, except for Proprietorship Firms vide specimen *Form-3*, self declaration on antecedents and performance of the bidder in specimen *Form-5* and Additional Performance Security Bank Guarantee of value of 10% of the amount put to Quotation if quoted bid price is lower than 20% of the amount put to Quotation in specimen *Form-6* are to be uploaded during bid submission in "Forms" folder.
- iii. **Notice Inviting e-Quotation (e-NIQ)** is to be uploaded during e-bid submission in "NIQ" folder.
- iv. **Addenda/Corrigenda:** If published in connection with the NIQ is to be uploaded in the 'NIQ' folder merged with e-NIQ documents during e-bid submission.
- v. **Agreement format:** In WB Form No. 2911(i)/2911(ii) published in the e-Quotation are to be uploaded during e-bid submission in "2911" folder.
- vi. **Drawings:** The GAD/Plan/Map published in the e-Quotation by the Quotation Inviting Authority is to be downloaded by the bidder and again uploaded during e-bid submission in "Drawings" folder)

**3.2A.NOTE:** i. Contractors/bidders are required to keep track in the e-Procurement website [www.wbQuotations.gov.in](http://www.wbQuotations.gov.in) for all the *Addenda* or *Corrigenda* notices and documents published in connection with a particular e-Quotation within the bid period and upload the same, digitally signed by him/her along with their e-bid. Quotations submitted without *Addendum/Corrigendum* are liable to be treated as incomplete and thereby may be liable for disqualification or rejection.

- ii. Form 1, Form 2, Form 3 and Form 5 are taken from bidders by TIA as self declarations' or undertakings and PDF in specimen Form 5 as originals of BG if applicable. These formats are specimen or samples only, which may be firstly downloaded by bidders from the NIQ in e-Procurement portal, filled up completely and again uploaded with their electronic bid. Authenticity of Bank Guarantee would however be verified from issuing Bank by the Quotating authority.

PDF files of all other original documents in support of their eligibility and PQ work credential shall have to be mandatorily submitted under the OID cover folders as detailed below:

### 3.2 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
I	Certificates	certificates.pdf	<ol style="list-style-type: none"> <li>1. Latest Professional Tax Payment Certificate (PTPC) or PT payment challan for current financial year or Government Order for exemption in other States, if applicable.</li> <li>2. Valid PAN Card in the name of bidder organisation</li> <li>3. Valid GST Identification number (GSTIN) document under the relevant GST Acts &amp; Rules of State Govt.</li> <li>4. Income Tax Return under IT Act of immediate preceding financial year.</li> </ol>	Refer to Clause 3.2B(I) below for details
II	Company Details	companydetails.pdf 1 companydetails.pdf 2	<ol style="list-style-type: none"> <li>1. For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society, (Valid Trade License/ acknowledgement/Receipt of application for Trade License/Revalidation as applicable under the Rules) OTHER REQUIREMENTS:-</li> <li>2. For Partnership Firms (Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms, as applicable)</li> <li>3. For Companies (Incorporation Certificate, Memorandum of Articles of ROC, List of current owners/ Directors/Board Members )</li> <li>4. For State Registered Co-operative Societies: (Society Registration certificate from ARCS of the State, Society by-laws, latest available Auditor's Report of Directorate of Co-operative Audit within proceeding five years as per Societies Act &amp; Rules)</li> </ol>	Refer to Clause 3.2B(II) below for details
III	Credential of works	Credential pdf 1 Credential pdf 2	<ol style="list-style-type: none"> <li>1. BOQ and work order/ Award of Contract duly authenticated by issuing authority.</li> <li>2. Pre-Qualification Work credential of one 100% completed work as desired in the NIQ as the Completion Certificate (CC) duly authenticated by appropriate authorities(Not below the rank of Executive Engineer or equivalent grade).</li> </ol>	Refer to Clause 3.2B(III) at next page for details
IV	Financial credential	Payment certificate.pdf	All 100% Payment Certificates of competent authorities during preceding three FY or, IT Return of bidder in three FY ,or Audited Profit & Loss Accounts statement of three financial years within the zone of receding five financial years.	Refer to Clause 3.2B(IV) at next page for details

\* OID denotes Other Important Documents.

- It is desirable that all documents stated above in PDF files shall be uploaded by bidders during on-line bid submission, only in specified, designated folders.
- Validity of all e-bid documents for evaluation to select the Agency for work in this e-Quotation shall be determined on the date of publication of e-Notice Inviting Quotation.

### 3.2 B(I) Certificate/s: (name of the file should be "certificates.pdf")

The following are to be uploaded in scanned PDF files in this folder.

- Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States as applicable.
- Valid PAN Card of the bidder/s are required;
- Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules made compulsory by Finance Department, GoWB irrespective of financial Turn Over of bidders .
- Latest authenticated Income Tax Return for current financial year or immediate preceding financial year of bidder.

**3.2B (II) Company Details:** (name of file should be “**companydetails.pdf**”)

All documents mentioned in tabular format under Clause 3B, as applicable in PDF files in designated folders.

**3.2B (III) Prequalification (PQ) Work Credential** “**credential.pdf**”

- i. Bill of Quantities (BOQ) along with Work Order/Award of Contract; duly authenticated by the competent authority to be submitted under Technical cover (name of file should be “*credential.pdf 1*”).
- ii. PQ work credential (100% CC) issued in favour of the contractor/bidder as described under clause 5 of e-NIQ (name of file should be “*credential.pdf 2*”).

**3.2B (IV) PQ Financial credential:** In ‘**payment certificate.pdf**’ folder under OID cover

- a. Disqualification during PQ evaluation of financial capability of bidder may not be decided during technical bid evaluation by TEC up to work of Rs 45 lakh, as no minimum financial capacity is fixed, except if reveals from documents beyond any doubt of the financial liquidity & bankruptcy of the bidder, determining absolute incapacity to execute the work.
- b. But, i. ‘Payment certificate’ of works authenticated by appropriate authority for preceding three Financial Years, or, ii. Valid Income Tax Returns for preceding three FY, or, iii. Audited Profit & Loss Accounts statements of three FY, any one of i, ii, or iii as a complete set for three FY within zone of immediate preceding five FY is to be uploaded in ‘**payment certificate.pdf**’ folder under OID cover, else the bidder may be disqualified. Name, address, contact no. and registration no. of auditor Firm is desirable for Profit & Loss accounts statement, if submitted.
- c. Others: Any other documents considered necessary by the bidder related to 3.2B (IV).

**3.2B(V) Declarations:** Work Programme published with the e-Quotation by the TIA in the form of a Bar Chart defining the Physical Milestones within Construction period for implementation of the project as per contract in ‘**declarations.pdf**’ folder.

**Note:** No file in Technical (Pre-Qual) cover or OID cover folder is allowed to be kept blank/empty. Where ever the forms and documents are uploaded by the Quotation Inviting Authority, the same is to be downloaded, duly filled up converted to pdf file and again uploaded after digital signing forming a part of Quotation document. Any other documents sought from the bidders are to be converted to pdf, digitally signed and uploaded along with their bid.

**3.3 Financial proposal / bid under Financial cover:-**

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

- i. Bill of Quantities (BOQ): The contractor/bidder is required to quote their rate as per individual item in the space marked for quoting rate in the BOQ.
- ii. Only the downloaded sheet of the above document in excel format is required to be uploaded by the contractor/bidder.
- iii. BOQ without a valid numeric rate at the designated space provided in the BOQ will be disqualified and rejected outright.

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

i. **Quotation Fees:**

Entire set of e-Quotation documents are made available free of cost through the State Government e-Procurement portal having URL <https://wbQuotations.gov.in> and also in the e-Procurement link of Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). Cost for Quotation document will not be charged even during execution of a formal Quotation contract-agreement. However, the contractors/bidders may wherever necessary shall be suitably charged for additional/multiple copies of drawings, specifications; Schedule of Rates booklet etc. and such fee may be suitably determined by the Quotation Inviting Authority as per existing Rules.

ii. **Earnest Money Deposit (EMD):**

Intending bidders desiring to make payment of Earnest Money (EMD) has to do the same through e-Payment banking system, on-line and should beforehand read the instructions carefully, particularly those contained in the challan generated in the e-transaction of the portal, if opted for EMD payment through RTGS/NEFT. Quoting bid price in financial bid stage below 20% of the estimated amount put to

Quotation(Quotation value) is not desirable, as it leads to a doubt regarding the intension of the bidder to deliver good quality work on due time. Additional Performance Security as Bank Guarantee shall be obtained in specimen Form-6 from any RBI approved Indian Bank located in West Bengal only, if the L1 bid is below 20% of the amount put to Quotation in addition to EMD and Security Deposit. (I&WD No. 09-W/2017-18 dated 20.07.2017 may be referred in the order link of wbiwd.gov.in) Authenticity of BG would be verified from the issuing bank during technical evaluation stage of Quotation.

**4A. Login by bidder:**

- a. A bidder desirous of taking part in e-Quotation floated by the State Government shall login to the e-Procurement portal of the Government of West Bengal [www.wbQuotations.gov.in](http://www.wbQuotations.gov.in) using his/her login ID and password by using their valid DSC.
- b. He/she will select the Quotation to bid and initiate payment of pre-defined EMD fixed for that 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 bidders bank accounts in any Bank approved by RBI in India.

**4B. EMD payment procedure:**

- a. Payment by Net Banking out of 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 (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to electronically transact the EMD.
  - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the e-transaction.
  - iii. Bidder will receive a confirmation message on registered mobile phone 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 designated 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 submission of his/her e-bid within pre-assigned last date of submission of e-Quotation.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's bank account.

**Note:** EMD 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 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.

**4C. Refund/Settlement Process for EMD:**

- i. After decrypting/admitting of all e-bids, the preliminary technical bid evaluation (TBO) summary sheet would be published in the Portal after two working days, and thereafter at least after four working days, the Final technical evaluation (TBE) summary sheet would be published in the Portal with simultaneous

electronic processing in the e-Procurement portal by the Quotation inviting authority done so that status of the all bids as qualified or disqualified; based on the Final Bid Evaluation Sheet (FBE) is made available to all bidders 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 EMD on-line 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 will be refunded, through an automated e-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.
- iv. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer to Government Receipt under Public Accounts of the State through GRIPS where under the security deposit will also be collected in connection with the work.
- v. All refunds will be made mandatorily to the Bank account from which the payment of EMD was initiated.
- vi. If the e-Quotation is cancelled, then the EMD would be reverted to the original bidder's bank account automatically after such cancellation order is processed online by the Quotation Inviting Authority.
- vii. TIA reserves the right to forfeit the EMD electronically in case of breach/violation of Quotation rules as defined under clause 8 & 9.

#### **5. Completion Certificate as Prequalification (PQ) Work Credentials:**

- i. Completion Certificates (CC) for 100% completed works (Gross 100% final billed value) within last five financial years will only be accepted as valid PQ credential of work. Incomplete ongoing work shall not be considered for valid PQ work Credential. Payment Certificate without containing other mandatory details as required in standard Completion Certificate formats of the PQ work credential shall not be treated as valid CC.
- ii. CC should preferably contain the name, postal address, contact Telephone No. and FAX and e-mail ID, 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 if issued, incomplete contact details making it time consuming for verification purposes of CC outside the jurisdiction of the State and those having incomplete information may be rejected.
- iii. Completion Certificates (CC) of previous works successfully completed in the Irrigation & Waterways Directorate will be considered. CC of 100% completed works executed in any other State / Central Government Ministry / Department / Organisation / Govt. Undertaking / Govt. Enterprises or Nationalised Institutions or Local Government Bodies (Municipalities, Zilla Parishad & Panchayat Samities within West Bengal, will also be considered as valid PQ work credential. 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 the BDO & Executive Officers or equivalent administrative officers respectively. It is desirable to have telephone and FAX or e-mail addresses of the signatory of the CC for all offices outside West Bengal for verification purposes.

#### **6. Pre Qualification (PQ) eligibility criteria**

Eligibility criteria for prequalification (PQ) of a contractor/ bidder based on his/her credential of 100% completed single works contract and financial capacity in the zone will be determined as per Rules stated below:

- 6.1** Firstly, gross bill value of the work as per CC of single works contract of similar nature completed during the current year and preceding five FY will be multiplied by the following factors to take care of the inflationary effects to arrive at the gross notional amount.

Year	Description	Multiplying factor to arrive at gross notional amount
Current	-	1.00
1 <sup>st</sup>	1 year preceding the current financial year	1.08
2 <sup>nd</sup>	2 years preceding the current financial year	1.16
3 <sup>rd</sup>	3 years preceding the current financial year	1.26
4 <sup>th</sup>	4 years preceding the current financial year	1.36
5 <sup>th</sup>	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 during evaluation of the Quotation. If the PQ work credentials submitted by hitherto contractors/bidders are for different works, then both the PQ work credentials will be considered for determining the eligibility criteria of the individual contractors/bidders.

**6 II. Financial proposal of any contractor/bidder will come under consideration only when the PQ works criteria mentioned below are satisfied and fulfilled in the Technical Bid Evaluation stage.**

Gross notional amount calculated from Completion Certificate (CC) of a single works contract 100% completed within the zone of immediate preceding five financial years as on the date of this e-NIQ, issued in favour of the contractor/bidder /agency/Firm/Registered Co-operative Society for a similar work defined in the Quotation should be **at least 30%** of the amount put to Quotation (Quotation Value) for the work it is bidding. The power to decide on the criteria of similarity rests without any prejudice, solely with the Quotation Accepting Authority which shall be stated in column 7 of the List of Works.

**7. Eligibility criteria for participating in more than one serial of work in an e-NIQ**

Normally, separate BOQ and Completion Certificate (CC) of 100% completed different works are to be provided by a bidder as PQ work credential for participation in separate works in a particular e-NIQ. However, BOQ and CC for one particular work may be considered eligible for participation in maximum two numbers of serials of work in the same e-NIQ, provided requisite PQ work credential vis-a-vis PQ work credential (both work as well as financial capacity) desired in column 7 of the 'List of Works' for two works being bid by the same bidder is to be arithmetically added and satisfies the requirement in all respect from one such CC submitted in both the serials.

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

If any contractor/bidder fails to physically produce the originals of documents (especially Bank Guarantee and 100% Completion Certificates), or any other document on demand by the Quotation Inviting Authority or Tender Evaluation Committee (TEC) which were submitted as soft copies in PDF files with their e-bid within a specified time frame, arising due to any material deviation detected in the uploaded soft copies, and leading to specific doubts which could not be cleared by enquiry from issuing authority of these documents, or if there is any suppression/distortion/falsification noticed/detected/ pointed out at any stage of the e-Quotation process prior to signing of Contract-Agreement or the issuance of LOA or AOC, the Quotation Inviting Authority will immediately bring the matter to the notice of the concerned Chief Engineer and the contractor/bidder may be suspended from participating in all future Quotations on the e-Procurement platform of I&WD as per approval of the Suspension Committee/ Debarment Committee for a maximum period up to 3 (Three) years. In addition, his/her EMD of the Quotation 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, Centralized e-Quotation Cell and also the Government in the Irrigation & Waterways Department. Copy of all suspension orders/Departmental debarment orders should invariably be communicated to the Nodal Officer, e-Governance Cell of the Department with a request for uploading the order in the Departmental website under the link "List of debarred/blacklisted contractors". Penal measures in regard to various offenses shall be guided in terms of the Departmental Notifications/Orders and as a Rule this would be considered a part of the Quotation document.



## 9. PROCEDURE FOR SUSPENSION AND DEBARMENT OF SUPPLIERS/ CONTRACTORS

### A. SCOPE:

The procedure as laid down in subsequent paragraphs shall govern the suspension/debarment of suppliers, contractors and consultants ("Contractors" for brevity) involved in Government procurement for offenses or violations committed during competitive bidding and contract implementation, or even later for the works under Irrigation & Waterways Department, Government of West Bengal.

### B. PROHIBITION ON SUSPENDED / DEBARRED PERSONS / ENTITIES TO PARTICIPATE IN THE BIDDING OF GOVERNMENT PROJECTS / CONTRACTS OF THE DEPARTMENT

A person / entity that is suspended / debarred by a procuring entity shall not be allowed to participate in any procurement process under Irrigation & Waterways Department during the period of suspension / debarment unless the same has been revoked by the competent authority.

A Joint Venture or Consortium which is suspended / debarred or which has suspended / debarred member/s and/or partner/s as well as a person/entity who is a member of suspended / debarred Joint Venture or Consortium shall, likewise, not be allowed to participate in any procurement process under Irrigation & Waterways Department during the period of suspension / debarment unless the same has been revoked.

### C. DEFINITION OF TERMS:-

i. **Bidder:** A person/Contractor/Agency participating in the procurement process and/or a Person/Contractor/Agency/Firm having an Agreement/Contract for any procurement with the Department shall be referred as bidder.

#### ii. **Bid Evaluation Committee or Quotation Evaluation Committee (TEC in short):**

a. 'Bid/Tender Evaluation Committee' (TEC) for the bids invited by the Executive Engineer up to Rs. 45.00 lakh value will be comprising of i) Concerned Executive Engineer as Chairperson and Convener, ii) Concerned Assistant Engineer as Member, iii) Estimator/JE of the office of Executive Engineer of the Division as Member,

b. 'Bid/Tender Evaluation Committee' for the bids below Rs 3.0 lakh (TEC) value invited by the Assistant Engineer will be comprising of i) Concerned Assistant Engineer as Chairperson and Convener,

c. or, Any other Evaluation Committee constituted by the Department from time to time.

iii. **Consolidated Debarment List:** A list prepared by the Departmental Debarment Committee/Chief Engineer containing the list of bidders debarred by the Irrigation & Waterways Department, Government of West Bengal. The list would be displayed prominently in the designated link in website of the Department clearly stating the period of suspension/debarment.

iv. **Contract implementation:** A process of undertaking a project in accordance with the contract /Agreement documents.

v. **Debarment:** An administrative penalty, in addition to the contract/Agreement provisions, disqualifying a bidder from participating in any procurement process under Irrigation & Waterways Department, Government of West Bengal for a given period.

vi. **Debarred Bidder:** A Bidder who was disqualified by the competent authority of the Irrigation & Waterways Department, Government of West Bengal.

vii. **Department:** Irrigation & Waterways Department, Government of West Bengal

#### viii. **Debarment Committee (Committee competent for issuing Debarment Order):**

The "Debarment Committee" will be comprising of the (i) The Secretary, Irrigation & Waterways Department as Chairperson and Convener, (ii) The Chief Engineer (South), Irrigation & Waterways Directorate as Member and (iii) The Director of Personnel & Ex-officio Chief Engineer, Irrigation & Waterways Directorate as Member, (iv) The Financial Advisor, Irrigation & Waterways Department as Member, (v) For mechanical and electrical works, the Superintending Engineer, Mechanical & Electrical Circle for works of North Bengal, the Superintending Engineer, North Bengal Mechanical & Electrical Circle as Members.

The Debarment Committee is authorised to decide to place alleged bidders under debarment.

ix. **Entity:** A person/Contractor/Agency/Joint Venture/Consortium/Corporation participating in the procurement process and/or a Person/Contractor/Agency/Joint Venture/Consortium /Corporation having an agreement/contract for any procurement with the Department shall be referred as entity.

- x. **Offence:** A violation or breach of the Constitution of India, laws, regulations, laid down procedure, etc under Prevention of Corruption Act, 1988, Code of Criminal Procedure, 1973 u/s 195(1) and Section 197(1), Competition Act, 2007 and IT Act, 2000 as amended.
- xi. **Procurement:** It is the act of buying goods, services or works from an external source. It is favourable the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the acquirer in terms of quality and quantity, time and location.
- xii. **Procuring Entity/Authority:** The officer authorised by the Irrigation & Waterways Department, Government of West Bengal for procurement.
- xiii. **Suspension:** Temporary disqualification of a bidder from participating in the procurement process of Irrigation & Waterways Department for a period of 6 (six) months when an offence is made against a bidder.

**D Suspension Committee (Committee competent for issuing Suspension Order):**

“Suspension Committee” will be comprising of i) Concerned Chief Engineer of the jurisdiction of work involved as Chairperson and Convener, ii) SE attached to the Chief Engineer as Member and iii) Concerned Superintending Engineer of the respective Circles as Member.

For River Research Institute & Dam Safety Organisations, the concerned Chief Engineer, Irrigation & Waterways Directorate will act as Chairperson and the Directors as Member cum Convenor of the Suspension Committee as stated above.

**E GROUNDS FOR SUSPENSION AND DEBARMENT**

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
- iii. Unauthorised use of one’s name/digital signature certified for purpose of bidding process.
- iv. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favour.
- v. Refusal or failure to post a self-declaration to the effect of any previous debarment imposed by any other Department of State Government and / or Central Government.
- vi. All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complain about any bidder, lodging false complain about any officer duly authorised by the Department, restraining any interested bidder to participate in the bidding process etc.
- vii. Assignment and subcontracting of the contract or any part thereof without prior written approval of the procuring entity.
- viii. Whenever adverse reports related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints etc damaging the reputation of the Department or any other type complaint considered fit by the competent authority of the Department are received from more than one officer or at more than one occasion from individual officer.
- ix. Refusal or failure to post the required performance security/earnest money within the prescribed time without justifiable cause.
- x. Failure in deployment of technical personnel, engineers and / or work supervisor having requisite license/supervisor certificate of competency as specified in the contract.
- xi. Refusal to accept an award after issuance of ‘Letter of Acceptance’ or enter into contract with the Government without justifiable cause.
- xii. Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period as mentioned in the ‘Letter of Acceptance’, ‘Letter of Acceptance cum work Order’, ‘Work Order’, ‘Notice of Proceed’, ‘Award of Contract’ etc.
- xiii. Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or his representative(s) pursuant to the implementation of the contract.
- xiv. For the procurement of consultancy service/contracts, poor performance by the consultant of his services arising from his fault or negligence. Any of the following acts by the consultant shall be construed as poor performance:
  - a. Non deployment of competent technical personnel, competent engineers and / or work supervisors;
  - b. Non deployment of committed equipment, facilities, support staff and manpower; and
  - c. Defective design resulting in substantial corrective works in design and / or construction;
  - d. Failure to deliver critical outputs due to consultant’s fault or negligence; and

- e. Specifying materials which are inappropriate and substandard or way above acceptable standards leading to high procurement cost,
- f. Allowing defective workmanship or works by the contractor being supervised by the consultant.
- xv. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and / or unsatisfactory or inferior quality of goods, vis a vis as laid down in the contract.
- xvi. Wilful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and / or just cause.

**F. CATEGORY OF OFFENSE:**

- a. First degree of offense: SI No. 9E(i). to (xvi) to be considered as first degree of offense.
- b. Second degree of offense: Any one of the offenses as mentioned under Clause 9E(i) to (xvi), committed by a particular bidder/contractor/supplier by more than one occasion, be considered as second degree of offense.

In addition to the penalty of suspension /debarment, the bid security/earnest money placed by the concerned bidder or prospective bidder shall also be forfeited.

- c. Debarment procedure and rules with guiding principles are published as Departmental Notification available in [wbiwd.gov.in](http://wbiwd.gov.in) in the Notification link.

**G. PENALTY FOR OFFENSE:**

- a. For committing 1<sup>st</sup> degree of offense: Disqualifying a bidder from participating in any procurement process under Irrigation & Waterways Department, Government of West Bengal up to 2 years.
- b. For committing 2<sup>nd</sup> Degree of offense: Disqualifying a bidder from participating in any procurement process under the Irrigation & Waterways Department, Government of West Bengal for a period of 3 (three) years.

**10. Taxes & duties to be borne by the Contractor/bidder**

In view of introduction of GST with effect from 01.7.2017, all the bidders intending to participate in this e-Quotation should offer their financial bids inclusive of GST applicable for entire composite works/Procurement of goods & services, labour intensive component contained in the BOQ. Income Tax, Royalty, GST (CGST, SGST, IGST), Construction Workers' Welfare Cess, Labour Insurances 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, and no separate payment towards any of the statutory taxes shall be made by the implementing authority.

**11. Site inspection prior to 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 factors and difficulties to be involved during 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 designated Assistant Engineer/Executive Engineer, River Research Institute, Haringhata Central Laboratory in between 11.30 hours to 16.30 hours on any working day, prior to the date of last date for submission of bid in the e-Quotation.

**12. Conditional & incomplete Quotations**

Conditional and incomplete Quotations are liable to be summarily rejected. No off-line document will be entertained until completion of e-Quotation process by acceptance of L1 bid.

**13. Opening & evaluation of Quotation**

**13.1 Opening of a Technical Proposal**

All works above Quotation value of Rs 5.00 lakh for which e-Quotations 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 electronic system.

- i. Technical proposal will be opened by the Quotation Inviting Authority or his/her authorised representative/s electronically in the official website using their authorised valid Digital Signature Certificate/s (DSC).

- ii. Intending contractors/bidders may remain present if they so desire.
- iii. Technical cover documents (vide Clause 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/ decrypted. If there is any material deficiency in either of the Technical cover documents, the e-bid is liable to be disqualified & rejected.
- iv. Decrypted (transformed into readable format) documents of the Pre-Qual Technical cover and the OID (Other Important Document) Cover will be decrypted/downloaded by the TIA and handed over to the Technical Bid Evaluation Committee (TEC).

### 13.2 Process of Technical Evaluation in a Quotation

Within 24 hours of uploading the TBO summary sheet containing Preliminary Technical Qualification result, any of the aggrieved bidder, may seek clarification / redressal / review from the TEC on the list of bidders, in writing/through e-mail with supporting facts / figures / documents. If such clarification /review relates to eligibility of other bidders, on the grounds of submission of false/ forged / manipulated / inappropriate credentials, modalities prescribed in the Departmental Notification shall be followed. In case, the review only seeks the eligibility of the applicant himself, views of the Quotation Evaluation Committee (TEC) would be communicated in writing to that bidder within next two (2) working days. If the bidder is not satisfied with the clarification of the TEC, he/she may appeal to the concerned Chief Engineer within 24 hours of receipt of communication from the TEC. The concerned Chief Engineer will dispose such complaints jointly, in associated with at least another available Chief Engineer within next 2 working days. Thereafter final Technical Evaluation Sheet (TBE) of the technically qualified bidders would be uploaded, after incorporating modifications if required. The TIA shall while uploading the final TBE summary sheet accept or reject electronically the admitted bids based on the advice of TEC as per TBE summary sheet. Thus at this stage the rejected bidders will get back their EMD. e-mail communication in official e-mail address of TIA or TAA shall be treated as a valid mode of communication. The minimum time period from date of TBO summary sheet uploading and TBE summary sheet uploading shall be 4 working days or more.

### 13.3 Uploading the list of technically qualified contractors/bidders

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

### 13.4 Opening and Evaluation of Financial Proposal/bid

- i. Financial proposals of the bidders/contractors declared technically qualified by the Quotation Evaluation Committee (TEC) will be opened electronically by the Quotation Inviting Authority in the web portal stated above on the pre-notified date and time.
  - ii. The encrypted copies will be decrypted and the rates will be read out to the contractors/ bidders remaining present at that time, else they may login their respective e-Quotation accounts to see the (CS) comparative statement in the web portal.
  - iii. After opening the financial proposal, the preliminary summary result containing inter alia the names of contractors/bidders and the rates quoted by them will be uploaded and the result will be made available in the e-Quotation platform.
  - iv. If the Quotation Accepting Authority (TAA) is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he/she may after having the comparative statement test checked by the Divisional Accountant / Divisional Accounts Officer attached to his office and after their acceptance upload the financial bid evaluation summary sheet or result containing the name of contractors/bidders and the rates quoted by them against each work.
  - v. If there is any scope for lowering down of rate in the opinion of the Quotation Accepting Authority being abnormally high above 10% of the amount put to Quotation i.e Quotation value, the e-NIQ shall be cancelled and invited afresh. No post Quotation negotiation is permitted. Only in a **very rare and exceptional case**, with prior recommendation and advice of Government appointed Quotation Committee bid negotiations with **only the L1 bidder** to lower down the L1 rate obtained in re-Quotation, through sealed bid/ e-Quotation cum reverse auction may be conducted by the Quotation Inviting Authority in presence of Quotation Accepting Authority for reasons to be recorded in writing.

- vi. If there is no contractor/bidder or the number of contractors / bidders in the 1<sup>st</sup> Quotation is less than three, the e-Quotation has to be cancelled. In case of participation of more than three bidders, if the number of technically qualified bidder falls below three, the Quotation/e-NIQ is to be cancelled as well and fresh e-Quotation vis-a-vis 2<sup>nd</sup> call e-Quotation or even 3<sup>rd</sup> call e-Quotation may be invited by suitably lowering of minimum eligibility PQ criteria (work & financial) for bidders with wide publicity of Re-Quotation notices through electronic and print media.
- vii. Final result after acceptance of the rate by the Quotation Accepting Authority, if within the delegated power of acceptance would have to be uploaded in the e-Procurement platform. Otherwise, the matter may be referred to the Government Appointed DTC and the appropriate Government for decision.
- viii. The Quotation Accepting Authority may ask the L1 bidder/contractor to submit analysis of rates to justify the rate quoted by that bidder after declaration of financial bid evaluation result.
- ix. If the lowest (L1) bidder/contractor backs out there should be Re-Quotations in a transparent and fair manner. In such a situation the TIA may call for re-Quotation with bid submission time period should normally be 14 days for value above Rs. 10.00 lakh, and 7 days for value exceeding Rs. 1.00 lakh but upto Rs. 10.00 lakh.

### 13.5 Quotation Accepting Authority (TAA)

Authority to which the power has been delegated to accept Quotations as per latest Finance Department 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 upto 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 , River Research Institute, Haringhata Central Laboratory, I&W Directorate.
- ii. For off-line Quotations of value from Rs 3.0 Lakh up to Rs 5.0 Lakh is to be Quotationed in a single bid system in off-line mode to be accepted by Executive Engineer, River Research Institute, Haringhata Central Laboratory, I&W Directorate. [off-line single bid Quotations]
- iii. For Quotations of value up to Rs 3.0 Lakh relating to works only, is to be Quotationed in a single bid system in off-line mode to be accepted by Assistant Engineer, River Research Institute, Haringhata Central Laboratory, I&W Directorate. [Off-line single bid system Manual Quotations] on the basis of technically sanctioned costs.

### 13.6 Procedure to be followed for final acceptance of Quotation & Award of Contract

- i. The lowest (L1) financial bid for all works Quotations is accepted as a rule. If for any reason the lowest (L1) bid 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.
- ii. Maximum 5% excess beyond the 'Quotation Value' (Amount put to Quotation) may be accepted as per delegated power to the Executive Engineer up to Rs 45.00 lakh, and at least three valid bids have been received in the financial bid stage, provided Quotation value after abatement is within the administratively approved cost. Maximum 5 % excess beyond the 'Quotation Value' (Amount put to Quotation) may be accepted above Quotations of value below Rs 3.00 lakh upto 5% above amount put to Quotation and also 5% excess over administratively approved amount, proposal for revised administrative approval/Expenditure sanction 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 approval.
- iii. Above 5% and up to 10% of the Quotation Value can be recommended to the Government for acceptance by the Departmental Quotation Committee (DTC) subject to the conditions that valid technically qualified bids should not be less than three and L1 bid is accepted and Quotationed 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/ Revised Financial sanction.
- iv. If the response to an e-Quotation is less than three, then Quotation should be invited afresh. Such Re-Quotation notice shall be published in widely circulated dailies as per guidelines and also through e-Quotation web portals. Prior to invitation of Re-Quotation / fresh e-Quotation, the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting e-Quotation' (e-NIQ) shall have to be reviewed/relaxed by the Quotation Inviting Authority, to ascertain whether (i) it was too much restrictive, say, specifications and qualifications were fixed at higher standards than required, (ii) advertisements in the widely circulated Newspapers were properly published and (iii) other related procedural matters were

observed in its entirety.

- v. If the number of valid bids received even in re-Quotation is less than three, it should be referred by the TIA to the DTC and even the appropriate Government along with the recommendation of the DTC for decision, in accordance with Finance Department Memorandum and other relevant orders in vogue at the time of publication of the e-Quotation.
- vi. For acceptance of L1 bid after 2<sup>nd</sup> / 3<sup>rd</sup> re-Quotations is still above 10% of the Quotation Value (Amount put to Quotation), upon specific recommendation of the DTC as mentioned at clause 13.4, with that of the Department shall have to be sent to the Finance Department for decision.
- vii. All above Quotation rules applies for all types of works and procurements i.e Plan, Non Plan, deposit works Quotations.

**14. General guidelines for acceptance of e-Quotation**

Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 13.4. The Quotation Accepting Authority reserves the right to distribute the work amongst more than one contractor/bidder with same L1 rate.

**15. Signing of formal Quotation contract/agreement after acceptance of e-Quotation**

The contractor/bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Invitation (LOI) or Letter of Acceptance (LOA) in his / her favour, will have to execute a 'Formal Agreement' with the Engineer-in-Charge in quadruplicate in W.B.F. 2911(i)/2911(ii) and all other contract documents, entire set of which may be obtained free of cost from the office of the designated Executive Engineer, River Research Institute, Haringhata Central Laboratory in-charge of the work Quotated.

If the selected L1 bidder fails to turn up even after 30 days after the iNIQial 15 days from the date of uploading of the AOC in the e-Procurement portal or the despatch date of official communication for signing of the Contract/Agreement, the selected bidder is liable for penal actions which shall comprise blacklisting, debarring from future participation in Government Quotations, immediate forfeiture of the Earnest Money deposited in the Quotation, other penal actions as stipulated under clause 9 & 10 of the e-NIQ, the Departmental Notification and also contained in contract W.B Form No. 2911(i)/ 2911(ii)/ Agreement.

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

Periodic Tax invoice/bills containing bidders GSTIN & other details needs to be submitted by the supplier/contractor/Agency/bidder to the DDO for raising claims for receiving payments of work executed under this contract /upon achieving physical Milestones clearly showing separately the Tax charged in accordance with the provisions of the GST Act, 2017.

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. No cost escalation in any form is included in the Quotation Contract Agreement.**

**18. Bid validity**

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

**19. DefiNIQion of Physical Milestones:**

The time allowed for carrying out the work as entered in the Quotation shall be strictly observed by the contractor, and which shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Time being deemed to be the essence of contract on the part of the contractor; the contractor shall be bound in all cases, to achieve the 'Milestones' as specified by the Engineer-in-Charge with the AOC, defining pertaining to the work. The contractor within 15 days of receipt of Letter of Acceptance shall submit a work programme commensurate with period of construction in the form of a Bar Chart work programme, stating the timeline of such different Milestones. In the event of the contractor failing to comply with any of the conditions related to achieving the 'Milestones' within the specified time period prescribed for such 'Milestone' plus one month, he/she shall be liable to pay compensation.

If the contractor fails to commence and/or maintain required progress over the total time allotted for its full completion and fails to complete the work and clear the site on or before the end of contract period or extended date of completion, he/she shall, without prejudice to any other rights or remedy available

under the law on account of such breach, pay as agreed compensation to the implementing Department. This will also apply to items or group of items for which a separate period of completion has been specified.

## 20. Withdrawal of Quotation

Withdrawal of e-Quotation 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 L1 bidder/contractor penalised in terms of clause 8 referred earlier would be applicable.

## 21. Schedule of important dates in the e-Quotation

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	16.11.2017 at 15.00 Hrs	To be made available with the e-NIQ in the website
2.	Document Download start date	16.11.2017 at 15.00 Hrs	
3.	Bid submission start date	-do-	
4.	Document Download end date	23.11.2017 at 15.00 Hrs	
5.	Bid submission end date	-do-	
6.	Technical Bid opening date with preliminary result (TBO Sheet)	27.11.2017 after 15.00Hrs.	
7.	Uploading of the list of Technically qualified final list of bidders (TBE Sheet)	To be decided by EE with at least 4 (Four) clear working days after Technical Bid uploading date in order to enable registering of grievance and decision of Appellate authority, if any ).	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date (FBO Sheet)	To be suitably decided by TIA	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE Sheet	To be suitably decided by EE(TAA)	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-	
11.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

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

TAA: e-Tender Accepting Authority (Executive Engineer)

22. Extension of last date for e-bid submission or any other Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines, in the e-Procurement Portal, Departmental website and in Notice boards at least 24 hours before the original validity period of bid submission. Extension of last bid submission date by issuance of a Corrigendum shall not be treated as 2nd or subsequent call of Re-Quotation.

### **Additional Terms & Conditions**

1. The Executive Engineer of the concerned Division shall be the Engineer-in-Charge in respect of the works contract and all correspondence 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 works, the same will not be valid unless copies are sent to the Engineer-in-Charge and also approved by him/her. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer/Section Officer (SO) on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute relating to specifications and work, the decision of Engineer-in-Charge shall be final and binding. The Engineer-in-Charge will however take all decisions relating to works contract only after recommendation/ advice of the Quotation Accepting Authority. If there is more than the Executive Engineer assigned for the Quotation, the Chief Engineer would designate the Engineer-in-Charge for the work.
2. Acceptance of the Quotation including the right to distribute the work between two or amongst more than two bidders with same L1 rates will rest with the Quotation Accepting Authority without assigning reason thereof to any of the bidders. The Quotation accepting authority reserves the right to reject any or all Quotations without assigning sufficient justification thereof to the bidder/contractor. No additional or excess work or additional items of work beyond the Quotated amount would be generally allowed. All excess, supplementary or substitute supplementary items of work, if unavoidable are to be accepted by the Quotation Accepting Authority only if the total value of work on completion is within the Quotated amount. The existing contract would be terminated after achieving work up to Quotated cost (gross value) and balance work would be taken up afresh after fresh sanction and new Quotation, except in the interest of public services, in rare & special cases under specific approval of the Government.
3. The Contractor/bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970 including its revisions (b) Minimum Wages Act 1948 and the modification thereof or any other laws relating thereto as will be in force from time to time.
4. Engineer-in-Charge shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on such grounds including non-possession of encumbrance free land. Escalation of cost due to inflationary effects or any other reason is not permitted during construction period or extended time period of contract.
5. Engineer-in-Charge shall not be held liable for any compensation due to machines & equipments becoming idle or any circumstances including untimely rains, other natural calamities, strikes etc.
6. All statutory taxes, viz. GST / labour welfare cess, labour insurance etc or revision of taxation rates even after AOC or commencement and before final completion of the work are to be borne by the contractor/bidder. Original tax invoice/challan or bill of those materials, which are procured by the bidder, may be asked to be submitted for verification if required.
7. Labour Welfare Cess @ 1% of the cost of construction works shall be deducted from the Gross value of all works bills. Also it is instructed to compulsorily register his/her establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region for disbursing PF and ESI benefits of workers. The bidder should be mandatorily be registered online with Employees Provident Fund Organisation (EPFO) in the on-line system and posses EPF code and all current documents. Penalties and complaints due to non compliance of on-line EPF registration and default is the full responsibility of the bidder even if the TIA is by default the Principal employer
8. No mobilization / secured advance will be allowed unless specified otherwise in the contract or the e-Notice Inviting Quotation.
9. GST, Cess, License fees, Royalty for construction materials, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Statutory Government Taxes as applicable during project implementation are to be paid by the contractor/bidder. The rates of supply and finished work items are inclusive of these taxes and levy. Tax invoice/bills needs to be submitted by the supplier/bidder for raising claims under the contract after attaining of physical milestones showing separately the tax charged in accordance with the provisions of



GST Act, 2017.

10. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of work. Instructions given by inspecting officers not below the rank of Assistant Engineer will be recorded in this book and the contractor must note down the action to be taken by him in this connection as quickly as possible.
11. The contractor shall be bound to comply with all the Central & State Pollution Control Acts & Rules during entire construction period.
12. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or as stipulated in the contract. No compensation for establishment charge will be entertained.
13. Quantities of different items of work mentioned in the departmental Quotation schedule/BOQ or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually completed in different items as per specifications and codes, and no additional claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of any additional item or supplementary works within the Quotationed value with the total completion value remaining within the accepted Quotationed cost, approval of the Quotation Accepting Authority/Government in the Irrigation & Waterways Department would be required.

(Digital Signature verified)

**(Sd/)**  
**Executive Engineer**  
**Sundarbans Delta Project,**  
**River Research Institute**  
**Irrigation & Waterways Directorate**

## SPECIAL TERMS OF CONDITIONS

### SCOPE OF WORK AND SPECIFICATIONS

#### A. General:

1. The Organization must be a Proprietorship/ Partnership Firm or a Cooperative Society or a Body Corporate registered under Societies Registration Act, 1860 or Cooperative Societies Registration Act, 1912/ 2003 or Companies Act 1956 and must have been in operation for a period of at least 3 (seven) years as on 31.03.2016.
2. Joint Venture organizations are not eligible to participate.
3. Multiple bidding in a single package in whatsoever name or in whatsoever form is strictly prohibited. In case of occurrence of such multiple bidding, all such bids will be treated informal.
4. The bidder shall have to comply with the provisions of (a) the Contract Labour (Regulation & Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) Minimum Wages Act. 1948 or any other laws relating thereto and the rules made and order issued there under from time to time.
5. The bidder must have Goods & Service Tax(GST) Registration, PAN, ESI Registration, etc.
6. The organization must have an operating office within **5 km** of **Mazhipara Palassay Gram-Panchayat Area**.
7. The organization must be carrying out the business directly through staffs on rolls and does not sub contract any activity (as specified in the scope of work for this Quotation).
8. The organization must have average turnover per annum for the three years ending 31.03.2017 25 lakh

#### B. Technical:

##### I. Compulsory:

(i) The Organization must be successfully executing integrated facility management services or part of the said services like environmental upkeep and management, waste management, façade cleaning, office support services in Corporate houses, Business centres, Malls, Residential complexes, Health care, Education, etc. directly without subcontracting any activity.

(ii) The Organization must be managing all the operations through staff on direct rolls and not engage sub contractor.

(iii) The Organization must have the experience of managing ONE project with at least

a. 20,000 sq ft super built up area or TWO projects of 15,000 sq ft of super built up area per project

b. (iv) **Manpower:**

(i) The organization must have capable management staff on roll having graduation in any discipline as minimum qualification and experience of more than 5 years to manage the operations.

(ii) The organization must have adequate staff on direct rolls to support the operations. The operation cannot be sub contracted.

(iii) All staffs of the organization must wear uniforms and bear identity card.

(iv) The organization must have adequate resources and infrastructure to provide training and upgrade the operations as a continuity plan.

(v) **Machines:**

(i) The organization must have adequate technical knowhow of equipment to be engaged for the operation.

(ii) The organization must have adequate resource and capability to provide machines for the operations where ever and whenever required.

(iii) The organization will have to produce list of all necessary equipments and machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.

**(vi) Inputs and consumables:**

The agency shall have to provide all inputs and materials like consumables, tools, spares, etc. required for providing the service and the cost of the same shall be inclusive in the financial rate to be quoted.

**II. Desired:**

- (i) Preferences will be given to the organization having experience of Integrated Facility Management services in any office of Government of West Bengal or of Government of India (not below district level) for at least 3 years.
- (ii) Preferences will be given to the organization must have certification on ISO 9001:2008.

**MODE OF TENDER**

The e-Tender will comprise of Technical and Financial Bids, which the intending agency shall have to make simultaneously. However, Financial Bid submitted by a particular agency

**1. Scope of Work:-**

**1. Housekeeping Services: Total Area approx. 30000 sq.ft.**

- a.Environmental upkeep services.**
- b.Waste management and proper disposal.**
- c.Upkeepment service of periphery, driveways & roads.**
- d.Upkeepment of parking spaces.**

**1.1.a. Scope of Environmental Upkeep Service:**

- (i) Common area cleaning in podium, floors, terrace, machine rooms, service rooms within the campus, etc.
- (ii) Toilets cleaning, maintaining and replacing toiletries of all ladies/gents toilets of each floor.
- (iii) Cleaning of all around the building periphery, driveways & roads within the campus by Mechanical Sweeper or otherwise.

**Daily Schedules:**

**A. Entrance lobbies:**

- (i) Wiping of the entrance glass doors on all the entrances till reachable heights.
- (ii) Cleaning the entire common area at a convenient time without hindering the occupants' movement which includes sweeping, mopping, scrubbing and buffing.
- (iii) Periodical wiping of the entire side walls (Complete dado) – Marble / Granite / Tiles.
- (iv) Periodical dusting and wiping of all fixtures and furniture in all the entrance lobbies
- (v) Ensuring the shine on the signage everywhere.
- (vi) Sweeping and smooth brushing of the lift floors– removal of all dirt etc. throughout the day.
- (vii) Dusting and Wiping of all the lift doors.

**B. Toilets:**

- (i) Sweeping and mopping of the floor and keeping the floor clean throughout the day.
- (ii) Mopping of all glazed tiles and keeping them clean.
- (iii) Washing of all the urinals, closets and washbasins with mild soap solution/ cleaning solutions.
- (iv) Ensuring the shine on the mirror throughout the day by periodic cleaning using glass cleaner.
- (iv) Replacing toiletries such as fresheners, naphthalene balls, hand soap, tissue papers etc. as and when required.
- (v) Cleaning all toilet fixtures and fittings.
- (vi) Clearing of the bins in the toilets periodically.

**C. Staircases & Fire staircases:**

- (i) Sweeping of all the staircases and common landings.

- (ii) Removal of dust, etc from the skirting top.
- (v) Cleaning of all the ceilings and walls for dust, cobwebs, etc.
- (vi) Thoroughly wiping all door handles, latches, tower bolts, etc.
- (vii) Always keeping the staircase free for movements.

**D. Floors:**

- (i) Sweeping and mopping of all the floors including terrace.
- (ii) Ensuring that all the glass doors, glass partitions are stain free and shining throughout the day by using standard make cleaning solutions.
- (iii) Keeping the lift car clean inside & outside.
- (iv) Ensuring that all the signboards are clean at all times throughout the day.
- (v) Ensuring that the walls and ceilings are free from dust, cobweb etc.

**E. All Service Rooms:**

- (i) Removal of grease and dirt stains from the surfaces.
- (iii) Cleaning of the car park area.
- (v) Rooms without affecting the Operation of the Equipments and in presence of specialized operators responsible for the job.

**F. Surroundings:**

- (i) Removal of all litter, mud, dust, etc within the periphery of the building as and when felt necessary during the day.
- (ii) Taking necessary precautions to maintain the entrance to the building clean.

**Weekly Schedules:**

- (i) Thoroughly clean the corners and ledges.
- (ii) Cleaning of building periphery, driveways, Car Park Area & roads by Jet Pressure Machine.
- (iii) Thorough scrubbing and buffing of floors by Scrubbing Machine. Attention should be made that the floor retains its shine and remains clean. Any defects, etc appearing on the flooring or anywhere in the buildings will be immediately reported to the Authority.
- (iv) Cleaning of all the vertical surfaces - marble / granite / tiles thoroughly to ensure cleanliness.
- (v) Cleaning of all ceramic items with an approved solution.
- (vi) Cleaning of the top terrace area of the building

**Note:**

- (i) All Areas as mentioned above are to be maintained all the time in neat, clean and in tidy Conditions. Frequency of Cleaning in a day will be decided accordingly.
- (ii) All consumables, dust bins, mops, and cleaning machinery and Plants etc are to be provided by the agency.
- (iii) All safety precautions are to be followed. Proper cleaning and housekeeping work signage are to be used when such work are in progress as per the requirements.
- (iv) Wherever needed, mechanized cleaning is to be done.
- (v) To the extent possible, environment friendly Cleaning Reagents are to be used.

**1.1.b. Scope of Waste Management Service:**

- (i) Empty all garbage containers, wipe, clean and replace liners.
- (ii) Collect the waste papers, empty the garbage bins, waste paper baskets and arrange to carry away from the premise to the common garbage dump.
- (iii) Keep dump area reasonably in a clean condition.
- (iv) Garbage segregation needs to be followed before disposal.
- (v) Disposal of collected garbage at nearest dumping ground of local authority. Necessary permission in this regard should be obtained by the agency.

**1.1.c. Scope of upkeepment service of periphery, driveways & roads:**

- (i) Cleaning of all around the building periphery, driveways & roads by Mechanical Sweeper.

**1.1.d. Scope of upkeepment of parking spaces:**

(i) The work includes upkeepment of parking space.

**2. FREQUENCY OF SERVICES****Environmental Upkeep****Entrance lobbies**

<b>Area</b>	<b>Job</b>	<b>Frequency</b>
Wiping of the glass doors	Wiping with glass duster.	Daily rotation basis.
	Thorough cleaning by applying approved glass cleaning chemical.	Weekly by glass comby.
<b>Area</b>	<b>Job</b>	<b>Frequency</b>
Common area.	Dry mopping, wet mopping	Daily rotation basis, without hindering the occupants' movement.
	Scrubbing by approved cleaning agent, buffing	Weekly by Scrubbing machine without hindering the occupants movement.
Side walls (Complete dado) – Marble/ Granite/ Tiles.	Wiping	Once
	Scrubbing by approved cleaning agent.	Weekly (Manually)
Fixtures and furniture in all the entrance lobbies	Dusting and wiping	Daily (Manually)
Signage	Ensuring shine	Daily(Manually)
	Polishing	Weekly
Maintenance directory	Cleaning	Once/as and when required

**Staircases, Fire staircases**

<b>Area</b>	<b>Job</b>	<b>Frequency</b>
Staircases and common landings	Dry mopping, wet mopping with approved cleaning agent.	Once/as and when required
	Scrubbing	Weekly (Manually)
Skirting top	Dusting	Once daily manually
Fire Signage	Dusting, wiping	As and when required. (Manually)
	Scrubbing by approved cleaning agent.	Weekly (Manually)
Ceilings and wall	Removing cob webs	As and when required (Manually)
Door handles, latches, tower bolts, etc	Thoroughly wipe using approved sanitizer	Daily rotation basis
	<b>Floors</b>	
Floors including Terrace	Dry mopping, wet mopping with approved cleaning agent.	Daily rotation basis, without hindering the occupants' movement
	Scrubbing by approved cleaning agent, buffing	Weekly by scrubbing machine without hindering the occupants' movement.
Glass doors, Glass partitions	Wiping with glass duster	Daily rotation basis
	Ensuring that all the glass doors, glass	Weekly by glass comby

	partitions are stain free and shining throughout the day by using standard make cleaning solutions.	
Signage	Ensuring shine	Daily(Manually)
Walls & Ceilings	Removing cob webs	As and when required (Manually)
	<b>Basements &amp; all service rooms</b>	
Surfaces	Removal of grease & dirt stains by approved cleaning agent	Daily
Machine rooms and other sensitive areas floors, walls & ceilings	Dry mopping & wet mopping by approved cleaning agent. Cleaning will be done in the presence of the operators in these areas. The machinery itself will not be touched by the cleaning staff since the operators will clean their own equipments.	Daily
<b>Area</b>	<b>Job</b>	<b>Frequency</b>
Car park area	Sweeping, removal of grease & dirt stain.	Daily/ as and when required
	Wet cleaning, scrubbing by approved cleaning agent	Weekly (Manually/ Scrubbing machine)
	<b>Surroundings</b>	
Periphery of the building	Removal of all litter, mud, dust etc.	Daily, as and when felt necessary during the day.
Entrance to the building clean	Taking necessary precaution to maintain the cleanliness.	Daily, as and when required.
	<b>Toilets</b>	
Floor	Mopping with approved sanitizer.	Daily, on hourly basis.
	Scrubbing with approved cleaning agent.	Weekly (Manually)
Glazed tiles.	Wet and dry wiping.	Daily
	Scrubbing with approved cleaning agent.	Weekly(Manually)
Urinals, closets and washbasins	Cleaning with approved cleaning agent	Daily (Manually)
Toiletries such as fresheners, naphthalene balls, hand soap, tissue papers etc.	Replenish without any escalation	Daily, as and when required
Toilet fixtures and fittings	Wet and dry wiping	Daily, as and when required Mirror
	Keep dry and stain free. Ensuring the shine on the mirror throughout the day	Daily, on hourly basis or as and when required
Ceiling	Removing cob webs.	As and when required (Manually)
Bins in the toilets	Cleaning of bins	Daily, as and when required.
	<b>Waste Management Service</b>	
Garbage containers.	Clearance and cleaning. Replace liners.	Daily, as and when required.
Waste paper baskets & garbage bins	Collect the waste papers, empty the garbage bins, waste paper baskets and arrange to carry away from the premise to the common garbage dump.	Daily, as and when required.
Dump area.	Keep it reasonably clean.	Daily, as and when required.

3) No mobilization / secured advance will be allowed.

4) In connection with the work, Arbitration will not be allowed. The Clause No. 25 of 2911 (ii) is to be Considered as deleted vide Gazette notification no 558/SPW-13th December 2011.

5) Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the dead line date for Financial Bid/Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Executive Engineer, Sundarbans Delta Project, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia, as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

6) All Bidders may make themselves available in the office of the Executive Engineer, Sundarbans Delta Project, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia or at Tender Cell, Jalsampad Bhawan during the opening of Financial bid. The Executive Engineer may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal bidder will be entertained in the Bid further.

7) **Intending bidders are requested to inspect the site at River Reserch Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246 for assessment of nature of work and the duties & the responsibilities to be taken up during execution. Necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.**

(Digital Signature verified)

**(Sd/)**  
**Executive Engineer**  
**Sundarbans Delta Project,**  
**River Research Institute**  
**Irrigation & Waterways Directorate**

**FORM 1**

(To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature which shall be treated as the self declaration of the bidder)

**APPLICATION FOR e-QUOTATION**

To,  
The Executive Engineer  
Sundarbans Delta Project,  
River Research Institute,  
I&W Directorate

e- Quotation No:- WBIW/EE/SDP/RRI/eNIQ- 09/2017-18  
Serial No. of Works applied for: - .....

**Amount put to e-Quotation:**

Dear Sir,

Having examined the Technical cover, OID cover & all other e-NIQ documents, I/we hereby would like to state that I/we willfully accept all your conditions and offer to execute the work as per the Quotations rules in e-NIQ, terms & conditions, specifications, drawings, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911(i)/(ii) involving the e-Quotation and Serial no of work stated above. I/We acknowledge that the making of our bid shall be regarded as an unconditional and absolute acceptance of the terms & conditions of the e-NIQ. 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/corrigenda.

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

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

Name in full of Signatory/s\*: \_\_\_\_\_

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

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

\*In case of Joint Venture & Consortium the Lead Member to submit this format.

(DIGITAL SIGNATURE OF BIDDER IS SUFFICIENT)



**FORM – 2**

**Declaration against Common Interest**

( To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self declaration of the bidder)

**Ref:- e-NIQ No. WBIW/EE/SDP/RRI/eNIQ- 09/2017-18**

**e-Quotation ID No.....**

**Work Sl. No.....**

To,  
Executive Engineer  
Sundarbans Delta Project  
River Research Institute  
Irrigation & Waterways Directorate

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/RRI/eNIQ- 09/2017-18**, Sl. No. .... do not have any common interest either as a partner in any partnership firm /consortium/Joint Venture or as Proprietor / Principal Share Holder of any other Firm/Company in the same serial for the work I / we want to participate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201 \_\_\_\_  
Full name of Bidder / Contractor: \_\_\_\_\_  
Authorised Signatory: \_\_\_\_\_  
In the capacity of: \_\_\_\_\_  
Duly authorized to sign bid  
for & on behalf of (Name of Firm): \_\_\_\_\_  
(In block Capital letters or typed)

Office address with seal: .....  
Telephone no(s) (office): \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
E mail ID: \_\_\_\_\_

\*In case of Joint Venture & Consortium the Lead Member to submit this format.

(DIGITAL SIGNATURE OF BIDDER IS SUFFICIENT)

**FORM – 5**

**Declaration on antecedents and performance**

( To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self declaration of the bidder)

**Ref:- e-NIQ No. WBIW/EE/SDP/RRI/eNIQ- 09/2017-18.**

**e-Quotation ID No.....**

**Work Sl. No.....**

To,  
Executive Engineer  
Sundarbans Delta Project  
River Research Institute  
Irrigation & Waterways Directorate

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/RRI/eNIQ- 09/2017-18** Sl. No. \_\_\_\_\_ are not black listed or debarred from participation in State Government procurements and Quotations in the Irrigation & Waterways Directorate, Government of West Bengal, other Departments of the State Government and Government of India on the date of publication of this Notice Inviting Quotation (NIQ).

If at a latest stage this submission is found incorrect, the bidder company along with all its contingent members/owners/partners would be liable to penal actions as decided by the Government under the rules.

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

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

Authorised Signatory: \_\_\_\_\_

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

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

(SIGNATURE OF BIDDER REQUIRED)

**FORM-6\***

**SPECIMEN FORMAT FOR THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT**

(\*To be submitted if the bid price quoted by the bidder is below 20% of the estimated cost put to Quotation otherwise the Quotation will be treated as invalid and rejected)

To,

Executive Engineer  
Sundarbans Delta Project  
River Research Institute  
Irrigation & Waterways Directorate

WHEREAS \_\_\_\_\_ (name and address of Contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contract No: \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ (name of Contract and brief description of Works) (hereinafter called "the Contractor").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for '**ADDITIONAL PERFORMANCE SECURITY DEPOSIT**' for compliance with his obligation in accordance with the Contract:

AND WHEREAS we \_\_\_\_\_ (Indicate the name of the bank and branch) have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we \_\_\_\_\_ ; \_\_\_\_\_ (Indicate the name of bank and branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of \_\_\_\_\_ Rs. (amount of guarantee) \_\_\_\_\_ (in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of \_\_\_\_\_ (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We \_\_\_\_\_ (Indicate the name of the bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We \_\_\_\_\_ (Indicate the name of the bank and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment/so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We \_\_\_\_\_ (Indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We \_\_\_\_\_ (Indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This guarantee shall be valid upto ----- . It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs \_\_\_\_\_ (Rs. \_\_\_\_\_ ) and unless a claim in writing is lodged with

us within the validity period, i.e upto.....of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this                    day                    of                    20                    at

**SIGNED, SEALED AND DELIVERED**

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

**NOTES:**

- i. The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee  
The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch (within West Bengal/AT PAR ANYWHERE IN INDIA only to be accepted) should be mentioned on the covering letter of issuing Branch.