

**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Investigation & Planning Division [South]
Jalasampad Bhawan[3rd floor]
Salt Lake City, Kolkata-91
Telephone No.(033)2334 1492
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NOTICE INVITING QUOTATION

e-N.I.Q No : WBIW/EE/IPDS/e-NIQ- 06 /2018-19

Memo no. 10-15/455

Date 22.05.2018

e-N.I.Q is hereby invited by the Executive Engineer-I, Investigation & Planning Division(South),Irrigation & Waterways Directorate, Jalasampad Bhawan, Salt-Lake City, Kolkata-91 from bonafide reliable and resourceful contractors /bidders to ascertain unit rates for supply of photocopier ,computer ,printer ,scanner and allied IT items for use at different offices of Irrigation & Waterways Department and Directorate within Jalasampad Bhawan , Salt Lake City , Kol-91 as per specification mentioned in attached schedule of items.

Encrypted electronic bids are hereby invited by the Executive Engineer, Investigation & Planning Division [South] , Irrigation & Waterways Directorate on behalf of the Governor of the State of West Bengal through a single stage two part e-Procurement System; (Part I: Techno-commercial bid and Part II: Financial bid) for the 'LIST OF WORKS' given in the next page from eligible bonafide contractors/bidders having specified Pre-Qualification (eligibility) credential for supply of similar nature of items and desired financial capabilities. The technical bid in Part-I would require the bidder to qualify for the next phase of financial bid: Part-II, in which lowest bid prices against individual items would consider only .

Intending contractors/bidders desirous of participating in this e-Quotation are required to login to the Government of West Bengal e-Procurement website having URL <https://wbtenders.gov.in> and locate the instant 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 the Irrigation & Waterways Department, Government of West Bengal www.wbiwd.gov.in to locate the same e-Quotation by scrolling the "e-Procurement" link.

Contractors / bidders willing to take part in the 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 the registration system available in the above mentioned websites. A list of such licensed CAs' are also available in the CCA website cca.gov.in. The prospective contractors / bidders may contact the Departmental e-Tendering Help desk located at the 7th Floor of Jalasampad Bhavan at Bidhannagar, Sector-II, Kolkata, through e-mails irrigationhelpdesk@gmail.com and dvsc6816@gmail.com or Telephone No. 033-23346098 and the State Level e-Procurement Help Desk located at the Ground Floor of Jalasampad Bhavan through e-mail wbehelpdesk@gmail.com or Ph:(033)-2334 5161 on any working day between 10.30AM-5.30PM for any query on e-Tendering procedure, obtaining DSC and free of cost training on e-Procurement procedure.

Intending contractors/bidders are required to download the e-Quotation documents directly from either of the websites stated above. **This is the only mode for submission of a e-Quotation.** The interested bidders eligible for the quotation are required to submit their bids through the e-Procurement System using their valid DSC e-Token with assigned PIN using login ID and password. Details of e-filing procedure for participating in e-bid under State Government have also been explained in the 'Bidders' Manual', available in the Departmental website www.wbiwd.gov.in.

Last date & time of submission of bid electronically, is on 30.05.2018 till 12.30 hours IST.

The applicant bidders/contractors are advised to carefully read all the 'Terms & Conditions' contained in this e-Notice Inviting Quotation (e-NIQ). He/she should particularly go through the minimum desired Pre-qualification (PQ) works credential & financial eligibility criteria and satisfy himself/herself of all the mandatory eligibility requirements. Bidders desirous of participating in the e-Quotation should submit bids only if they fulfill the minimum PQ eligibility criteria and are in possession of all the required PQ Credential documents "in original" as these may be summoned by the Quotation Inviting authority for verification purposes.

- All information published in the website consisting of e-NIQ and other related documents uploaded by the selected bidder, Bill of Quantities (BOQ), corrigenda etc. if any, shall form a part of bid submission.
- **In this e-NIQ ,there is no scope of issue Letter of Invitation / Acceptance [LOI / LOA] as well as Award of Contract [AOC] and signing Agreement / Contract document with qualified L1 bidder . This e-NIQ is invited to ascertain unit rates only against all items in attached BOQ for official purpose for the year 2018-19**

LIST OF WORK

e-N.I.Q No - WBIW/EE/IPDS/e-NIQ- 06 /2018-19

Sl. No.	Name of Work/Procurement*	Estimated Amount	Earnest Money (EMD) (Rs.)	Time allowed for completion (In English Calendar days)	Source of fund	Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract	Physical Milestones for completion of each work within stipulated time (Refer to Clause 17 of the General Terms & Conditions)
1	2	3	4	5	6	7	8
1	Invitation of unit rates for supply of photocopier, computer , printer , scanners with allied IT items for use of different offices of I.&W.Department and Directorate at Jalasampad Bhawan , Salt Lake City , Kol-91, for the year 2018-19	Not Applicable	Not Applicable	Not Applicable	NP/PM	<p>Summary of minimum eligibility requirement to technically qualify for the next stage of financial bid in this tender:</p> <p>A. Technical PQ Credential:</p> <p>i. The bidder must have satisfactorily completed at least 1 (one) 'similar nature' work under Government Sector within last five FYs on the date of publication of this NIQ of Gross monetary value of Rs. 1,50,000/- [Rupees one lakh fifty thousand only] (Gross monetary value is calculated based on final billed value</p>	Not Applicable

(*) Consortium & Joint Venture are not permitted to bid in this e-tender.

(General Terms & Conditions)

1. Eligibility for participation in e-quotation under National Comparative Bidding (NCB)

All Bonafide Indian contractors/Agencies/Organizations, Registered Companies/ Firms including Registered Partnership Firms, Proprietorship Firms, contractors / bidders of equivalent grade or class having Pre-Qualification (PQ) Credential from the Government of West Bengal, Union Government Departments/ Other State Government Departments/ Engineering Wings of Gol /IRCON/RVNL/NHPC, Autonomous Project Authority and other similar organizations of Gol and State Governments/PSU and Corporations of Government of India and other States having successfully completed at least one similar nature project and not otherwise debarred are eligible to participate subject to fulfilling the other PQ eligibility criteria laid down in the subsequent paragraph. **Consortiums and Joint Ventures are not allowed to participate in tenders of value up to Rs. 45.00 lakh**

2. Participation in more than one serial of work out of list of works published in one e-NIQ.

Any contractor/bidder may bid for any number of Serials of work in a particular e-NIQ, if more than one work have been published in that e-NIQ, subject to fulfillment of all of the following conditions:

- a. There should be full compatibility (matching between the technical PQ credential submitted by the bidder in the form of Credential Certificate (CC) along with other relevant documents as stated under Clause 3.2B III) relating to any work successfully completed by the bidder and technical PQ criteria specified in the e-NIQ for any particular serial of works for which the bidder intends to bid. In other words, technical PQ credential certificate along with relevant documents submitted for any work should at the minimum; satisfy the technical PQ eligibility criteria specified for that work. Normally there should be separate CC along with relevant documents for each of the serial of works, the bidder intends to bid and the serial number relevant to the CC should be clearly written on the body of the CC and also on the other documents stated under **Clause 3.2B III**. However, the bidder will also reserve the right to submit one CC along with relevant documents for bidding in more than one serial of work, provided cumulative technical PQ credential of all such serials should be fulfilled by one single CC. In such case also, serial numbers of the relevant works for which the CC is submitted should be clearly written on the body of the CC by the bidder. Omission of serial numbers on the body of the CC and also on the other documents stated under **Clause 3.2B III**, in case of bidding for more than one serial will lead to rejection of all the bids.
- b. Average of gross annual turnover of the individual bidder/Organization for any three financial years within preceding five financial years, as stated under Clause 7V, should not less than the summation of turnover requirements of the relevant individual serial of works for which the bidder intends to bid.

3. Submission of bid

3.1 General procedure for submission of e-bid

Bids are to be submitted electronically in the on-line mode through the e-Procurement portal www.wbtenders.gov.in. All documents uploaded by the Quotation Inviting Authority forms an integral part of e-NIQ. Contractors/bidders are required to upload the entire Quotation documents along with all other relevant PQ credential 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. Quotation is 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 upload the scanned copies of his/her/their original documents in 'Portable Document Format' (PDF) files in the designated links in the web portal as their '**Technical Bid**'. He/she needs to fill up the **financial offer / bid price [in Indian Rupees only]** in the downloaded BOQ of the work in the designated cell in '**Excel sheet only**', and upload the same in the designated link of the portal as their '**Financial Bid**'. Documents uploaded are virus scanned and required to be digitally signed using their 'Digital Signature Certificates' (DSC). Contractors/bidders should especially take note of all the *Addenda* or *Corrigenda* notices related to the e-Quotation and upload all of these documents forming a part of their e-bid as quotation document. Documents digitally signed and uploaded in the e-quotation portal by the contractors/bidders containing requisite information & financial bid/rate comprising '*Technical bid*' and '*Financial bid*' are submitted concurrently, which cannot be changed after end date and time fixed for submission of the e-quotation. **Extension of last date for e-bid submission or insertion of any of Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines in the e-Procurement Portal, Departmental website, Newspapers and in Notice boards. Whenever any corrigendum is issued irrespective of the content (date corrigendum or otherwise), due date of submission of bid will be extended by 7 (seven) calendar days to be published before expiry of the last date for original validity period of bid submission.** Extension of last date and time for bid submission by issuance of a Corrigendum shall not be treated as 2nd Call or Re-Quotation.

3.2 Technical Proposal

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

Cover No	Cover	Document Type	Descriptions
1	Pre-Qual/Technical	.pdf	NIQ_Corrigendum
		.pdf	Forms
2	Finance	.xls	BOQ

3.2 A Descriptions of Technical (Pre-Qual) Covers

- i. 'NIQ_Corrigendum folder': e-Notice Inviting Quotation is to be downloaded in entirety, digitally signed and uploaded during e-bid submission in "NIQ_Corrigendum" folder. 'Corrigenda/Addenda' if published in connection with the NIT is to be digitally signed and uploaded in the 'NIQ_Corrigendum' folder merged with e-NIQ documents during e-bid submission.
- ii. 'Agreement folder: Contract /Agreement is **not required** as this e-NIQ is to ascertain unit rates against items in BOQ for official purpose only.
- iii. 'Forms' folder: Applications for e-Tender: vide self declaration format in specimen **Form-1** , Self declaration of bidder not having common interest as a different bidder organisation in any other work tendered under different serials of this particular e-NIQ vide specimen **Form-2** , self declaration on antecedents and performance of the bidder in specimen **Form-4**.

All above are to be filled up completely, digitally signed and uploaded during bid submission in "Forms" folder.

3.2A.NOTE:

- i. Contractors/bidders are required to keep track in the e-Procurement website www.wbtenders.gov.in for all the Addenda or Corrigenda notices and documents published in connection with a particular e-Tender within the bidding period and upload the same, digitally signed by him/her along with their e- bid. **Bids submitted without Addendum/Corrigendum are liable to be treated as incomplete and thereby liable for disqualification or rejection.**
- iii. Form 1, Form 2, and Form 4 are taken from bidders by TIA as bidders self declarations' or undertakings. These formats are specimens or samples only, which are to be firstly downloaded by the bidders from the NIQ in e-Procurement portal, filled up completely and again uploaded with their electronic bids.

3.2 B. My Document / OID* Cover/ containing:

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

My Document Format for uploading in the OID folder:-

Sl. No.	Category	Sub-category	Sub-category description	Remarks if any
I	Certificates	1. certificates.pdf 2. GST_registration_certificates.pdf	1 Latest Professional Tax Payment Certificate (PTPC) or PT deposit challan valid for current financial year or Government Order for exemption in other States where ever applicable.	Refer to Clause 3.2C(I) for details
			2 Valid PAN Card in the name of bidder/organisation	
			3 Income Tax Return of current Assessment year or IT Return of immediate preceding Assessment year whichever is available.	
			4 Valid GSTIN under GST Act & Rules	

Sl. No.	Category	Sub-category	Sub-category description	Remarks if any
II	Company Details	companydetails.pdf 1 companydetails.pdf 2	1 For Proprietorship Firms, Partnership Firms, Registered Companies, Registered Co-operative Societies Valid Trade License/ acknowledgement or Receipt of application for Trade License/ Revalidation OTHER REQUIREMENTS:- 2 For Partnership Firms: Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms 3 For Companies: Incorporation Certificate, Memorandum of Articles of ROC, List of current owners/ Directors/Board Members 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 & Rules	Refer to Clause 3.2C(II) for details
III	Credential of works	1. Credential pdf 1 2. Credential pdf 2	1 Work Order/ Award of Contract or LOA/LOI duly authenticated by issuing authority. 2 Pre-Qualification (PQ) Work credential of one 100% completed work as desired in the NIT as the Credential Certificate (CC) duly authenticated by competent authority.	Refer to Clause 3.2C(III) for details
IV	Financial credential	Payment certificate.pdf	All 100% Payment Certificates of competent authorities during preceding Five FY. IT Return of bidder in three FY, or Audited Profit & Loss Accounts statement of any three financial years within the zone of preceding five financial years whichever is available.	Refer to Clause 3.2C(IV) for details

* **OID** denotes Other Important Documents.

Note:

- i. It is desirable though not mandatory that all documents stated above in PDF files shall be uploaded by bidders only in specified designated folders. No off-line document will be accepted and considered during Quotation evaluation stage from bidders before publishing of final selection of lowest rates by publication of FBE sheet verification by TEC may be undertaken directly from PQ Credential issuing authority.
- ii. Validity of documents submitted by bidder shall be stand determined on the date of publication of quotation notice (e-Notice Inviting Quotation)

3.2 C(I) Certificate/s: The documents mentioned below under Serial a, b & c are to be uploaded as 'PDF' files in Certificate.pdf1 (*name of the file should be "certificates.pdf"*)

The document mentioned under Sl. d below is to be uploaded in GST Registration Certificate.pdf2 file

- a. Latest available Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt valid for current financial year/Waiver Order of competent authority in other States if applicable.
- b. Valid PAN Card of the bidder/s are required;
- c. Income Tax Return of current Assessment Year or, IT Return of immediate preceding Assessment year under IT Act & Rules, whichever latest available with the bidder.
- d. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules of the bidder to be uploaded in 'GST registration certificate pdf'.

3.2C(II) All documents mentioned in tabular format under **Clause 3.2B** and also explained below should be uploaded during electronic bid submission in PDF files with the *name of file should be "companydetails.pdf"*

- i. For Partnership Firms: Documents of Registration of Partnership Firms in the certified copy of 'Form No. VIII,' issued under Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms. In case a Partnership Firm is yet to receive Form No. VIII, a "Memorandum" issued by the Registrar of Firms may also be accepted.
- ii. For Companies: Incorporation Certificate, valid Trade License or acknowledgement of issuing authority of receipt of application for Trade License / renewal, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of owners/ Directors/Board Members are to be uploaded with the e-bid.

iii. For State Registered Co-operative Societies:

- a. Society Registration certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 and all amendments.
- b. Latest Auditor's Report of Directorate of Co-operative Audit under Department of Co-operative, Government of West Bengal within preceding five financial years as per Societies Act & Rules.

3.2C(III) Eligibility criteria based on Credential of work/Prequalification Work Credential "credential.pdf"

- i. Work Order/Award of Contract or the Letter of Acceptance (LoA) duly authenticated by the competent issuing authority is to be submitted under Technical cover (*name of file should be "credential.pdf 1"*).
- ii. Pre-Qualification (PQ) credential of one 100% completed work of Gross Notional Value as desired in the NIQ as the Credential Certificate (CC) duly authenticated by competent authority. (*Name of file should be "credential.pdf 2"*).

3.2C (IV) PQ Financial credential: In '**payment certificate.pdf**' folder under OID cover

- a. Disqualification during PQ evaluation of financial capability of bidder shall 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.

Note: a. *If the bidder Company/Firm was set up less than three years ago, audited balance sheets and P/L Accounts for the number of years since inception are to be submitted under Technical cover and the average value would be evaluated only for the period since inception and not three years. Credential Certificate (CC) given as PQ Work Credential may also contain payment certificate and in those cases separate payment certificate is not required.*

- b. *No file in Technical / Pre-Qual cover or OID cover folder is allowed by the system to be kept blank/empty. Where ever the forms and documents are uploaded by the Tender 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 tender document. These formats are specimens or samples only and deviation from specimen format is not a sufficient ground for rejection of the bid. Relevant blank Forms are to be firstly downloaded by the bidders from the NIQ in e-Procurement portal, filled up completely and again uploaded with their electronic bid. No offline document is acceptable from bidders by TEC during evaluation stage.*

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 the financial offer / bid price [in Indian Rs only], in the space marked for quoting rate in the BOQ of the e-NIQ.
- 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 rates at the designated space provided in the BOQ will be disqualified and rejected outright.**

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://wbtenders.gov.in> and also available in the e-Procurement link of Departmental website www.wbiwd.gov.in.

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

Bidders are **not required** to make payment of Earnest Money (EMD) through the e-Payment banking system, or off line during submission of this e-NIQ.

4. 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.wbtenders.gov.in using his/her login ID and password by using their valid DSC.
- b. He/she will select the NIQ to bid

5. Credential Certificate (CC) as Prequalification Work Credential:

- i. Credential Certificates (CC) for one/single 100% completed work within last five financial years on the date of publication of NIQ will only be accepted as valid PQ credential of work. Incomplete ongoing work shall not be considered for valid PQ Credential. Payment Certificate without containing mandatory details shall not be treated as valid.
- ii. It is desirable that CC should preferably contain the name with designation, postal address of office, contact Telephone No./ e-mail ID of the authority issuing the CC for the work along with name of work, amount put to tender, date of completion of the work, gross final billed value of the 100% completed work, certificate of issuing authority indicating successful and satisfactory completion. Illegible certificates, absence of contact details making it time consuming for verification purposes of CC issued by authorities outside the State are liable to be rejected by the Bid Evaluation Committee (TEC).
- iii. Credential Certificates (CC) of successfully completed works in any Department/autonomous authority of the Government of West Bengal will be considered. CC of 100% completed works executed under any other State / Central Government Ministry / Department / Nationalised Financial Institution Organisation / Govt. Undertaking / Govt. Enterprises or Government Institutions or Local Government Bodies (Municipalities, Zilla Parishad & Panchayat Samities within West Bengal, will also be considered as valid PQ 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 number 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

Prequalification (PQ) eligibility of a contractor/ bidder based on one single 100% completed works contract and financial capacity achieved within the zone of last five financial years will be determined as per Rules stated below:

- 6 I (a). Firstly, the gross value of the work submitted as PQ Credential as per CC of similar in nature completed during the current financial year before date of publishing of e-NIQ or within the 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	The financial year of floating of NIQ	1.00
1 st	1 year preceding the current financial year	1.08
2 nd	2 years preceding the current financial year	1.16
3 rd	3 years preceding the current financial year	1.26
4 th	4 years preceding the current financial year	1.36
5 th	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 PQ submit work credential of having completed the same job either wholly or partly, then in such case the PQ 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 technical evaluation of the tender. If the PQ Credentials submitted by hitherto contractors/bidders are for different works, then both the PQ 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 Technical PQ criteria mentioned below are satisfied and fulfilled in the Technical Bid Evaluation stage.

Gross notional amount calculated from Credential Certificate (CC) of a single works contract completed within the zone of immediate preceding five financial years 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 tender **should be more than Rs. 1,50,000 /- [Rupees One lakh fifty thousand] only** for the work it is bidding. The power to decide on the criteria of similarity rests without any prejudice, solely with the Bid Evaluation Committee (TEC).

7. Additional eligibility criteria for participating in more than one serial of work in a e-NIQ

If the same bidder bids separately for on behalf of another Firm or in a different capacity having financial interests in the same work, all the tenders would be rejected.

8. Penalty for suppression / distortion of facts and withdrawal of any bidder :

If a contractor/bidder fails to physically produce the originals of documents (especially the Credential Certificates and P/L accounts with audited balance sheets), or any other bid document on demand by the Quotation Evaluation Committee which were submitted as soft copies in PDF files with their e-bids within a specified time frame, need arising due to any material deviations detected in the uploaded soft copies, 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 at any stage , the Quotation Inviting Authority will immediately bring the matter to the notice of the concerned Chief Engineer and appropriate penal measures as stated in Clause 10 below will be taken. The concerned Chief Engineer then will issue the necessary order in writing with intimation to the defaulting contractor/bidder, other Chief Engineers, Centralized e-Tender/Quotation Cell and also the Government in the Irrigation & Waterways Department. Copy of the order/starting penal measures 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 in the link "List of suspended/debarred contractors".

9. PROCEDURE FOR SUSPENSION AND DEBARMENT OF SUPPLIERS/ CONTRACTORS

A. SCOPE:

The procedures laid down in subsequent paragraphs shall govern the suspension and debarment of suppliers, contractors and bidders ("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. The concerned Chief Engineer shall publish the suspension and debarment order in the Departmental website with the approval of I&W Department in the designated link within 1 (one) working day of issuance of such order. The TIA shall recommend the case to HTEC/TEC who with opinion of Chief Engineer will place it before DTC/QBEC/DTTC for approval.

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/Company/Society/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 bidder.
- ii. **Bid Evaluation Committees or Tender Evaluation Committees (HTEC/TEC/QBEC in short):**
 - a. Bid / Quotation / Tender Evaluation Committee' for the bids upto tender value of Rs. 45.00 lakh invited by the Executive Engineer will be comprising of i) Concerned Executive Engineer as Chairperson and Convener, ii) Assistant Engineer concerned to the work as Member, iii) Another Assistant Engineer from Division as Member or the Junior Engineer posted as the Divisional Estimator.
 - b. or, 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. **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.
- ix. **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.
- x. **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.
- xi. **Procuring Entity/Authority:** The officer authorised by the Irrigation & Waterways Department, Government of West Bengal for procurement.
- xii. **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 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. All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complaints about any bidder, posting baseless allegation about any officer duly authorised by the Department, restraining any interested bidder to participate in the bidding process etc.
- vi. Refusal to accept an award after issuance of 'Letter of Acceptance' or enter into contract with the Government without justifiable cause.**[Not applicable]**
- vii. Refusal or failure to post the required performance security/earnest money within the prescribed time without justifiable cause.**[Not applicable]**
- viii. Subcontracting of the contract or any part thereof without prior written approval of the procuring entity.**[Not applicable]**
- ix. Failure solely due to fault or negligence of the Contractor, to mobilize and start work within the specified period as mentioned in the 'Letter of Acceptance' / 'Letter of Acceptance cum work Order' / 'Work Order' / 'Notice of Process' / 'Award of Contract' etc. ultimately resulting in rescindment of contract.**[Not applicable]**
- x. Failure to fully and faithfully comply with the contractual obligations without valid cause, or failure to comply with any written lawful instruction of the procuring entity or his representative(s) pursuant to the implementation of the contract, ultimately resulting in rescindment of contract.**[Not applicable]**
- xi. 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.**[Not applicable]**
- xii. Refusal or failure to upload a self-declaration in specimen format of Form-4 to the effect of any previous debarment imposed by I&WD, any other Department of State Government and or Central Government.
- xiii. Wilful or deliberate abandonment or non-performance in a project or contract by the contractor / suppliers resulting to substantial breach thereof without lawful and / or just cause(s).

E. CATEGORY OF OFFENSE:

- a. First degree of offense: Clause 9 D (i) up to (vii), (xii) is to be considered as first degree of offense.
- b. Any of the offence under Clause (viii) to (xi) & (xiii) shall lead to termination of contract and its determinations in accordance with Clause (ii) & Clause (iii) of Agreement Form No. WB-2911, if applicable , and simultaneous debarment for a period of 2 years
- c. Second degree of offense: Any one of the offenses as mentioned under Clause 9D (i) to (xiv), committed by a particular bidder/contractor/supplier on more than one occasion would be considered as second degree of offense. Period of debarment will be 2 times the corresponding period penalty applicable for 1st degree offence in addition to other penal provisions contained in 1st degree offence.

F. Procedure and Rules of Debarment :

Debarment procedure and rules are published as Departmental Notification to be read in conjunction with the Corrigenda issued from time to time , as may be seen in the Notification link of the Departmental website wbiwd.gov.in

G. PENALTY FOR OFFENSE:

- a. For committing 1st degree offense any of the cases referred under Clause 9 D (i) to (v), debarment for a period of six months, if the offense is detected during technical evaluation.
- b. For committing 1st degree offense in any of the cases referred under Clause 9 D (vi), (vii),(xiii) to (xv), debarment for a period of one year.
- c. For committing 1st degree offense in any of the other cases under Clause 9 D (viii) to (xii), debarment for a period of two years.
- d. For **committing** 2nd degree offenses under above all categories, period of debarment will be twice the corresponding period for 1st degree offenses, in addition to other penal provisions for 1st degree offense.

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), Labour Insurances EPF 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 rents or levies shall be made by the work implementing authority.

11. Site inspection prior to submission of quotation : [Not Applicable]

12. Conditional and incomplete quotation

Conditional and incomplete quotation are liable to be summary rejected. No off-line document will be entertained until completion of e-Quotation process by way of acceptance by the competent Quotation Accepting Authority/Government.

13. Opening & evaluation of Quotation

13.1 Opening of a Technical Proposal

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 / Tender :

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 (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 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. 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 Bid/Tender/Quotation Evaluation Committee (TEC) will be opened electronically by the Bid /Tender/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-tender 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-tender platform.
- iv. If the Bid /Quotation Accepting Authority 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 / result.
- v. **No post tender negotiations are permitted.**
- vi. If there is no contractor/bidder or the number of contractors / bidders in the 1st quotation / tender is **less than three**, the e-tender/ 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 e-NIT/e-NIQ is to be cancelled as well and fresh e-tender/e-Quotation vis-a-vis 2nd call e-Tender/e-Quotation or even 3rd call e-Tender/e-Quotation may be invited by suitably lowering of minimum eligibility PQ criteria (work & financial) for bidders with wide publicity of Re-tender/quotation notices through electronic and print media.
- vii. Final result after acceptance of the rate by the Tender/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 Tender Accepting Authority may ask any bidder/contractor to submit analysis of rates to justify the rate quoted by that bidder after declaration of financial bid evaluation result.

13.5 Quotation /Tender Accepting Authority

Authority to which the power has been delegated to accept tenders/ quotation as per latest Finance Department Notification will function as the Tender/ Quotation Accepting Authority for evaluation of technical and financial proposals. For this Quotation, final Accepting Authority: The Superintending Engineer, Investigation & Planning Circle-I , I.&W.Dte , Govt. of West Bengal.

13.6 Procedure to be followed for final acceptance of Quotation :

- i. The lowest financial bid for every item of e-NIQ as offered by qualified bidders are accepted as available lowest rates if found reasonable .
- ii. 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-Tender 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 Tender/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.

- iii. If the number of valid bids received even in re-quotation is less than three, it should be referred 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-tender.

Note : All above rules applies for all types of works and **procurements** i.e Plan, Non Plan etc..

14. General guidelines for acceptance of e-Quotation

Offered lowest rate against each items among qualified bidders should normally be considered to ascertain unit rates of every items , if found reasonable , in accordance with the procedure stated in clause 13.4.

15. Signing of formal tender contract/agreement after acceptance of e-tender : Not Applicable

16. Payment against bills raised by the contractor : Not Applicable

17. No cost escalation in any form is included in the Tender Contract Agreement : Not Applicable

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 /Tender Inviting Authority, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

19. Definition of Physical Milestones: Not Applicable

20. Withdrawal of bid in a 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 , the bidder/contractor may be penalised in terms of clause 8 referred earlier would be applicable , in such case.

21. Critical dates of this e-Quotation

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	22.05.2018 at 14.00 HRS	To be made available with the e-NIQ in the website
2.	Document Download start date	22.05.2018 at 14.00 HRS	
3.	Bid submission start date	-do-	
4.	Document Download end date	30.05.2018 at 12.00 HRS	
5.	Bid submission end date	30.05.2018 at 12.00 HRS	
6.	Technical Bid opening date with preliminary result (TBO Sheet)	30.05.2018 at 14.30 HRS	
7.	Uploading of the list of Technically qualified final list of bidders (TBE Sheet)	Not Applicable	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date (FBO Sheet)	Not Applicable	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE Sheet	Not Applicable	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	Not Applicable	
11.	Uploading of Award of Contract (AOC) (Work Order)	Not Applicable	

TIA: e-Tender/Quotation Inviting Authority
TAA: e-Tender/Quotation Accepting Authority

Special Terms & Conditions

1. The Executive Engineer of the concerned Division shall be the Engineer-in-Charge all correspondence corresponding to this quotation.
2. All quoted rates should be inclusive of all statutory taxes, viz. GST, IT as applicable etc or revision of taxation rates.
3. GST, Cess, License fees, 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 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.
4. Quantities of different items as mentioned in the BOQ are only tentative , these may vary considerably.
5. Any materials brought to site by the contractor subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 48 hours of issue of the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phase with due intimation to the Sub-Divisional Officer/Assistant Engineer concerned in conformity with the
- 6.. **The rates of all items are to be quoted considering the specification mentioned in schedule of items in BOQ with all taxes and incidental charges as applicable .**

(Digital Signature verified)

(Sd/)
Executive Engineer
Investigation & Planning Division [South]
Irrigation & Waterways Directorate
Govt. of West Bengal

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
Investigation & Planning Division [South]
Irrigation & Waterways Directorate
Govt. of West Bengal
Jalasampad Bhawan [3rd Floor]
Salt Lake City, Kolkata – 91

e-N.I.Q No : WBIW/EE/IPDS/e-NIQ- 06 /2018-19

Serial No. of work applied for : [In numeric and word both] (in the list of work in the e-NIQ)

Dear Sir,

Having examined the Technical PQ cover, OID cover, corrigenda/addenda (*optional) & entire e-NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer bids for procurement as per the rules in e-NIQ, terms & conditions, specifications, bill of quantities / schedule of Item (s) against 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 during execution , if allowed , and upto end of security period of the above , in conformity with the conditions of contract, specifications, , bill of quantities / schedule of Item (s) and addenda/corrigenda as applicable.

Dated this _____ day of _____ 2018

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: _____

(DIGITAL SIGNATURE OF BIDDER)

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)

To,
The Executive Engineer
Investigation & Planning Division [South]
Irrigation & Waterways Directorate
Govt. of West Bengal
Jalasampad Bhawan [3rd Floor]
Salt Lake City, Kolkata – 91

e-N.I.Q No : WBIW/EE/IPDS/e-NIQ- 06 /2018-19

e-Quotation ID No :

Serial No. of work applied for : [In numeric and word both] (in the list of work in the e-NIQ)

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. Sl. No.
do not have any common interest either as a partner in any other partnership firm 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: _____

(DIGITAL SIGNATURE OF BIDDER)

FORM -4

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)

To,
The Executive Engineer
Investigation & Planning Division [South]
Irrigation & Waterways Directorate
Govt. of West Bengal
Jalasampad Bhawan [3rd Floor]
Salt Lake City, Kolkata - 91

e-N.I.Q No : WBIW/EE/IPDS/e-NIQ- 06 /2018-19

e-Quotation ID No :

Serial No. of work applied for : [In numeric and word both] (in the list of work in the e-NIQ)

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. Sl. No.
are not black listed suspended or debarred from participation in State Government procurements and tenders 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 later stage this submission (undertaking) is found incorrect, the bidder company along with all its constituent
members/owners/partners would be liable to penal actions as decided by the Government under the law.

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: _____

(DIGITAL SIGNATURE OF BIDDER)

