

**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Executive Engineer**  
**Ganga Anti Erosion Division No.-II**  
**Postal address: P.O. & P.S.- Berhampore, Dist:- Murshidabad (W.B.)**  
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**NOTICE INVITING e-TENDER/e-QUOTATION**

**e-N.I.Q No - WBIW/EE/GAED-II/e-NIQ-01/2023-24**

Encrypted electronic bids are hereby invited by the **Executive Engineer, Ganga Anti Erosion Division No-II**, 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/agencies/bidders. The technical bid in Part-I would require the bidder to qualify for the next phase of financial bid: Part-II, in which L1 bid price would determine the final selection and acceptance of a bidder for award of the Procurement of Goods & Works contract.

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](http://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](http://cca.gov.in). The prospective contractors / bidders may contact the Departmental e-Tendering Help desk located at the 7th Floor of Jalsampad Bhavan at Bidhannagar, Sector-II, Kolkata, through e-mails [irrigationhelpdesk@gmail.com](mailto:irrigationhelpdesk@gmail.com) and [dvsc6816@gmail.com](mailto:dvsc6816@gmail.com) or Telephone No. 033-23346098 and the State Level e-Procurement Help Desk located at the Ground Floor of Jalsampad Bhavan through e-mail [wbehelpdesk@gmail.com](mailto:wbehelpdesk@gmail.com) or Ph:(033)-2334 5161 on any working day between 10.30AM-5.30PM for any query on e-Quotation 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 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- tenders under State Government have also been explained in the 'Bidders' Manual', available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in).

**Last date & time of submission of bid electronically, is on 22/11/2023 till 18:00 Hours IST.**

The applicant bidders/contractors are advised to carefully read all the 'Terms & Conditions' contained in this 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, WB Works Contract Form No. 2911(i)/2911(ii), Bill of Quantities (BOQ), EMD exemption order, if any, corrigenda and drawings etc. if any, shall form a part of the Agreement / contract document.

**LIST OF WORKS**

**e-N.I.Q No.- WBIW/EE/GAED-II/e-QUOTATION-01/2023-24**

Sl. No.	Name of Work//Project/Procurement*	Earnest Money (EMD) (Rs.)	Time allowed for completion (In English Calendar days)	Source of fund	Minimum eligible criteria
1	2	3	4	5	6
1.	"Supply of 1(One) no. Diesel Maxi Cab (Non Air Conditioned) for official use of the office of the Executive Engineer, Ganga Anti Erosion Division No.-II, Berhampore, Murshidabad."	3468.00	365 Days	Hired inspection vehicle fund	1. Trade License in the name of bidder/organization
2.	"Supply of 1(One) no. Diesel Maxi Cab (Non Air Conditioned) for official use of the office of the Sub-Divisional Officer, Ganga Anti Erosion Sub Division No.-V, Berhampore, Murshidabad."	3468.00	365 Days	Hired inspection vehicle fund	2. Valid PAN Card in the name of bidder/organization
3.	"Supply of 1(One) no. Diesel Maxi Cab (Non Air Conditioned) for official use of the office of the Sub-Divisional Officer, Ganga Anti Erosion Sub Division No.-VI, Domkal, Murshidabad."	3468.00	365 Days	Hired inspection vehicle fund	3. Vehicle Registration Certificate
4.	"Supply of 1(One) no. Diesel Maxi Cab (Non Air Conditioned) for official use of the office of the Sub-Divisional Officer, Ganga Anti Erosion Sub Division No.-VII, Jalangi, Murshidabad."	3468.00	365 Days	Hired inspection vehicle fund	4. Road Tax Clearance Certificate
					5. Fitness Certificate of Vehicle
					6. Insurance Certificate
					7. PUC Certificate of Vehicle
					8. Contract Carriage Permit for more than one (1) district.

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

## General Terms & Conditions for Contract

### 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 are eligible to participate subject to fulfilling the other PQ eligibility criteria laid down in the subsequent paragraph and not debarred from participation in State Government Procurements and Tenders in the I&W Dte. Govt.of West Bengal.

### 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 PQ eligibility criteria specified in the e-NIQ for any particular 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](http://www.wbtenders.gov.in). All documents uploaded by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. 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. Tenders 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 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/ rates 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-Tender 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	Agreement_2911
		.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 NIQ is to be digitally signed and uploaded in the '**NIQ\_Corrigendum**' folder merged with e-NIQ documents during e-bid submission.
- ii. '**Agreement\_2911**' folder: Contract /Agreement in WB Form No. 2911(i) published in the e-Quotation is to be downloaded digitally signed and uploaded during e-bid submission in *Agreement\_2911* folder.
- iii. '**Forms**' folder: Applications for e-Quotation: vide self declaration format in specimen *Form-1*, Self declaration of bidder not having common interest as a different bidder organization in any other work tendered under different serials of this particular e-NIQ vide specimen *Form-2*, and self declaration on antecedents and performance of the bidder in specimen *Form-3*, declaration for engagement of driver by the bidder in specimen *Form-4*.  
*All above are to be filled up completely, digitally signed and uploaded during bid submission in "Forms" folder.*

#### 3.2 A. NOTE:

- i. Contractors/bidders are required to keep track in the e-Procurement website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) for all the Addenda or Corrigenda notices and documents published in connection with a particular e-Quotation within the bidding period and

upload the same, digitally signed by him/her along with their e-bid. e-Quotations submitted without Addendum/Corrigendum are liable to be treated as incomplete and thereby liable for disqualification or rejection.

- iii. Form 1, Form 2, Form 3 & Form 4 are taken from bidders by QIA 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 besubmitted 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	certificates.pdf	1. Trade License in the name of bidder/organization 2. Valid PAN Card in the name of bidder/organization 3. Vehicle Registration Certificate 4. Road Tax Clearance Certificate 5. Fitness Certificate of Vehicle 6. Insurance Certificate 7. PUC Certificate of Vehicle 8. Contract Carriage Permit for more than one (1) district.	Refer to Clause 3.2C(I) for details
II	Company Details	Company details.pdf 1 Company details.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

\* 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 L1 by publication of FBE sheet verification by QEC 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, d, e, f, g & h are to be uploaded as 'PDF' files in Certificate.pdf1 (name of the file should be "**certificates.pdf**")

- a. Trade License in the name of bidder/organization
- b. Valid PAN Card in the name of bidder/organization
- c. Vehicle Registration Certificate
- d. Road Tax Clearance Certificate
- e. Fitness Certificate of Vehicle
- f. Insurance Certificate
- g. PUC Certificate of Vehicle
- h. Contract Carriage Permit for more than one (1) district.

**3.2 C (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.

**Note:**

- a. *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 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. 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 QEC 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 or rate in the space marked for quoting rate in the BOQ of the quotation work.
- 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.

### 4. Quotation/Tender 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](http://www.wbiwd.gov.in). Cost for quotation documents will not be charged even during execution of a formal tender 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. (a) Earnest Money Deposit (EMD):

Bidders are required make payment of Earnest Money (EMD) through the e-Payment banking system, on-line and should read in advance 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. Only if the bidder is exempted from payment of EMD by the State Finance Department, the Govt order for such exemption is to be uploaded while opting for EMD exemption category. Any misjudgment and resultant non submission of EMD will lead to summarily rejection of the bid/quotation. **The quantum of Earnest Money Deposit has been mentioned in the list of works for each serial.**

#### 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.wbtenders.gov.in](http://www.wbtenders.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 bidder's 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 quotation inviting 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.

**5. 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 quotations would be rejected.

**6. 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 Quotation Evaluation Committee:**

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. **Debarred Bidder:** A Bidder who was disqualified by the competent authority of the Irrigation & Waterways Department, Government of West Bengal.
- vi. **Department:** Irrigation & Waterways Department, Government of West Bengal
- vii. **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.
- viii. **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.
- ix. **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.
- x. **Procuring Entity/Authority:** The officer authorised by the Irrigation & Waterways Department, Government of West Bengal for procurement.

## 7. Conditional and incomplete tender/quotation

Conditional and incomplete tenders/quotations are liable to be summary rejected. No off-line document will be entertained until completion of e-Quotation process by way of acceptance of L1 bid by the competent Quotation Accepting Authority/Government.

## 8. Opening & evaluation of quotation

### 8.1 Opening of a Technical Proposal

All works above Quotation value of Rs 1.00 lakh for which e-quotation is mandatory shall be awarded through open tenders without reservation for any particular class of contractors/bidders. Notices for open off-line quotations for each quotation value below Rs 1.00 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 authorized representative/s electronically in the official website using their authorized 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 QIA and handed over to the Technical Bid Evaluation Committee (TEC).

### 8.2 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 (QEC) 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 QEC, 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 QIA shall while uploading the final TBE summary sheet accept or reject electronically the admitted bids based on the advice of QEC 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 QIA or QAA 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.

Power is delegated to QEC to verify the authenticity of bid documents by physically summoning the applicant bidder on the basis of specific doubts which could not be cleared, which shall be exercised in exceptional cases, offline verification before

issue of LOA needs to be avoided. Only when all other methods of undertaking verification have been exhausted, and there is ample reason to believe that fairness of the technical bid evaluation of the quotation cannot be ensured without such action. Prima-facie, if there is not enough reason to doubt the authenticity of the bid documents, physical summon of the bidder shall be avoided, as after determination of L1 bid in financial bidding and before issuance of LOA, all the on-line documents would be verified with the originals by the Accounts & estimating branches of the designated Executive Engineer, and reported to the Quotation Accepting Authority prior to the issuance of LOA.

### **8.3 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 QEC 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.

### **8.4 Opening and Evaluation of Financial Proposal/bid**

- i. Financial proposals of the bidders/contractors declared technically qualified by the Bid/Quotation Evaluation Committee (QEC) 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-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 Quotation Accepting Authority (QAA) 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 no contractor/bidder or the number of contractors / bidders in the 1<sup>st</sup> Quotation is less than four, the e-quotation has to be cancelled. In case of participation of more than four bidders, if the number of technically qualified bidder falls below four, 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 with wide publicity of Re-quotation notices through electronic and print media.
- vi. 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.
- vii. 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.
- viii. If the lowest (L1) bidder/contractor backs out there should be Re-quotation in a transparent manner. In such a situation the QIA 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 up to Rs. 10.00 lakh.

### **8.5 Quotation Accepting Authority (QAA)**

Superintending Engineer, North Irrigation Circle – II, Irrigation & Waterways Directorate, Berhampore, Murshidabad.

**\* Superintending Engineer, North Irrigation Circle – II, Irrigation & Waterways Directorate reserves all the right to accept or reject one or all the tenders/quotations without assigning any reason.**

### **8.6 Procedure to be followed for final acceptance of quotation & Award of Contract**

- i. The lowest (L1) financial bid for all 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. If the response to an e-Quotation is less than four, 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 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.

## **9. General guidelines for acceptance of e- Quotation**



Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 8.4.

**10. Signing of formal tender 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, Ganga Anti Erosion Division No.-II** in-charge of the work tendered.

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

Periodic Tax invoice/bills containing details needs to be submitted by the supplier/contractor/Agency/bidder to the DDO for raising claims for receiving payments of work executed.

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

**13. 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.

**14. 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.

**15. Critical dates of this e- Quotation**

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	09/11/2023 at 17.00 Hrs	To be made available with the e-NIT in the website
2.	Document Download start date	09/11/2023 at 17.00 Hrs	
3.	Bid submission start date	09/11/2023 at 17.00 Hrs	
4.	Document Download end date	22/11/2023 at 18.00 Hrs	
5.	Bid submission end date	22/11/2023 at 18.00 Hrs	
6.	Technical Bid opening date with preliminary result (TBO Sheet)	23/11/2023 after 15:00 Hrs.	
7.	Uploading of the list of Technically qualified final list of bidders (TBE Sheet)	To be intimated later	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date (FBO Sheet)	-do-	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE Sheet	-do-	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-	
11.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

QIA: e-Quotation Inviting Authority (Executive Engineer)

QAA: e- Quotation Accepting Authority (Executive Engineer)

### **Others Terms & Conditions of the contract**

1. The vehicle must be in a tip-top conditions along with good sitting arrangement, foot mat, inner light door lining, tyres, looking arrangement etc. Lifting of window glasses, speedometer (kilometre) and fuel-meter should always be in working conditions. The running capacity per day should not be less than 500 km.
2. The Car should be Mass Emission standard of Bharat Stage -III/IV purchased on or after 01.01.2017 with Diesel Engine.
3. All types of Major / Minor repairs and maintenance Work of the vehicle including cleaning / washing etc. will have to be arranged by the owner at his own cost with due intimation to the Department.
4. While on journey, the officer / office person /persons using the vehicle will no way be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the Driver and owner of the vehicle.
5. Any complaint regarding defect in the engine or any other defect of the vehicle must be promptly attended and defects must be repaired forthwith by the quotationer at his own cost. In the event of non-compliance, the undersigned will get the necessary repair work of the vehicle done and recover the cost of such repair-work from the hire-charge bill of quotationer.
6. If the original car fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost under the circumstances of failure on the part of the owner to provide substitute vehicle. Otherwise, the undersigned will have the right to arrange a car from open market as deemed fit for official use. The use of such hiring would be recovered from the bill(s) of the owner.
7. Day -to-Day Logbook will have to maintained and signed by the Driver and to be submitted to the concerned officer or his authorized Junior Engineer. In case of any dispute, the records of the Officer would be final and binding on the owner of the vehicle.
8. The vehicle has to ply on any kind of motorable road including Kutcha road, river-beds etc.
9. The vehicle will have to make long tour off and on and the driver must remain prepared to halt frequently outside the Head Quarters. The driver must follow the instructions of the officer using the vehicle.
10. Normally the vehicle would be used on working days only but in emergency, the vehicle will have to be placed on Saturday / Sunday & holidays and no extra claim over hire charges is admissible on this account.
11. The car owner has to ensure that the driver is physically and mentally fit and has a valid driving license.
12. The driver must be conversant with the mechanism of automobiles so that instant repairing works on road may immediately by taken up by him.
13. Approved driver should not be changed except for urgent reasons.
14. The successful agency will be liable to pay minimum wages to the driver at the rate as notified from time to time by the labour Department, Govt. of West Bengal.
15. The successful agency will be liable to pay Bonus to the driver at per existing Govt. rule.
16. The car owner will arrange the garage at his own cost and the same should not be located beyond 5 KM from the office of the concerned officer. If the garage is situated beyond 5 Km of the head quarters, the cost of fuel for extra journey in this connection shall have to borne by the owner of the vehicle.
17. The vehicle owner will have to arrange fuel and lubricants by his own cost for which cost will be paid the MRP on producing bill with cash memo as per consumption schedule. a) Diesel consumption -1 litre/12 KM., b) Mobil consumption -1 litre/500Km. Cost of brake fluid, gear oil, grease, distilled water etc will not be paid from the office authority.
18. The vehicle should be placed at the disposal of concerned office as per instruction mentioned in the work order failing which the quotation may be treated as cancelled.
19. The vehicle will be hired on daily hired charges basis. The normal duty hours are 10 hours a day. In unavoidable circumstances if the duty period exceeds 10 hours additional charges of Rs. 20.00 (Rupees Twenty) only per hour or part thereof will be paid.
20. After acceptance of quotation the quotationers has to execute a formal agreement with the Department. Initial contract period will be for 1 (one) year. However, on satisfactory service the contract period may be extended further.
21. The contract agreement may require to be extended in exigency, if both the parties agree to do so at the existing terms and conditions of contract.
22. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
23. The service of vehicle may be also be terminated in case of unsatisfactory service, condition is not being satisfactory and failure of part of the supplier to fulfill any requirement in connection with proper running of the vehicle. In such cases the service will be terminated but giving 07 (Seven) days notice without any financial implication.
24. Violation of the above terms and condition, the quotation will be liable to be rejected.

(Digital Signature verified)

*Sd/-*

Executive Engineer  
Ganga Anti Erosion Division No.-II,  
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**  
..... **Division, I&W Directorate**

**e- Quotation No:- WBIW/EE/GAED-II/e-NIQ-01/2023-24**

**e-Tender/e-Quotation ID:-**

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

Dear Sir,

Having examined the Technical PQ cover, OID cover, Corrigendum (\*optional) & entire 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 tenders 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 during execution and upto end of security period of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda/corrigenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

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)

**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/GAED-II/e-NIQ-01/2023-24**

**e-Tender/ e-Quotation ID .....**

**Sl. No. of work ..... (in the list of work in the e-NIQ)**

To,  
Executive Engineer  
.....Division  
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. .... Sl. No. .... do not have any  
common interest either as a partner in any other 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 \_\_\_\_\_ 202\_\_  
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)

**FORM -3**

**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/GAED-II/e-NIQ-01/2023-24**

**e-Tender/ e-Quotation ID .....**

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

To,  
Executive Engineer  
.....Division  
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. .... 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 \_\_\_\_\_ 2023\_\_

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

Authorized 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 for engagement of driver**

( 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/GAED-II/e-NIQ-01/2023-24**

**e-Tender/ e-Quotation ID .....**

**Sl. No. of work ..... (in the list of work in the e-NIQ)**

To,

Executive Engineer

.....Division

Irrigation & Waterways Directorate

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of  
..... do hereby affirm the following particulars of the driver  
engaged by me/us.

- i. Name of driver:
- ii. Aadhaar No. of driver:
- iii. Present address of driver with mobile no:
- iv. Driving license no of driver with validity:
- v. General health condition of driver:

I/We also affirm that -

- i. The driver must be conversant with the mechanism of automobiles so that instant repairing works on road may immediately be taken up by him.
- ii. Approved driver should not be changed except for urgent reasons.
- iii. The driver must remain prepared to halt frequently outside the Head Quarters as and when required.
- iv. The driver must follow the instructions of the officer using the vehicle.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

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

Authorized 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)

Copy forwarded for favour of information and further circulation to the: -

- 1) Chief Engineer (North), Irrigation & Waterways Directorate, Malda.
- 2) Superintending Engineer, North Irrigation Circle – II, Berhampore, Murshidabad.
- 3) Sabhadhipati, Murshidabad Zilla Parishad, Berhampore, Murshidabad.
- 4) District Magistrate, Murshidabad, Berhampore, Murshidabad.
- 5) Executive Engineer, Metropolitan Drainage Division – II, I & W Dte., Jalsampad Bhawan, Salt Lake City, Kolkata - 91.
- 6) Executive Engineer, Howrah Irrigation Division, Jalsampad Bhawan, Salt Lake.Kol-91.
- 7) Executive Engineer, Nadia Irrigation Division, Krishnagar, Nadia.
- 8) Executive Engineer, Berhampore Irrigation Division, Berhampore, Murshidabad
- 9) Executive Engineer, Ganga Anti Erosion Division No I, Raghunathganj, Murshidabad.
- 10)The Nodal Officer of e-Tendering, Irrigation & Waterways Department, Jalsampad Bhawan, 7th Floor, Salt Lake City, Kolkata 700 091 with request to publish the notice on Departmental website.
- 11)Sub-Divisional Officer, Ganga Anti Erosion Sub-Division No.-V/VI/VII.
- 12)Block Development Officer, Bhagwangola-I & II, Raninagar-II & Jalangi Block.
- 13)(i) Director of Information & Cultural Affairs, Govt. of West Bengal, Writer's Building, Kolkata-700001  
(ii) District Information & Cultural Officer, Murshidabad, P.O- Berhampore with a request for publication on the Notice Board.
- 14)Notice Board / Estimating Branch / Accounts Section of Ganga Anti Erosion Division No.-II.

*Sd/-*

Executive Engineer  
Ganga Anti Erosion Division No.-II  
Berhampore, Murshidabad