

# GOVERNMENT OF WEST BENGAL

IRRIGATION & WATERWAYS DIRECTORATE

OFFICE OF THE EXECUTIVE ENGINEER-I&II, JOYNAGAR IRRIGATION DIVISION

NEW OFFICE BUILDING, GR. FLOOR, IRRIGATION CAMPUS,  
PURATAN BAZAR, P.O. & P.S.-BARUIPUR, SOUTH 24 PARGANAS, KOLKATA - 700144

Phone :- (033) 2433-2887

E-Mail :- iwdeejid@gmail.com

Memo No. 2172-E I

Date :- 10.11.2023

## NOTICE INVITING QUOTATION NO.- 03/EE-I/JOY OF 2023-24

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Executive Engineer-I, Joynagar Irrigation Division, Baruipur, Kolkata-144 from bonafide & resourceful Agencies/Contractor having experience of performing similar nature of work, through own letter head of agency, for acceptance by the Superintending Engineer, Eastern Circle, I&W Dte., Kol-91 against the following work as below –

- *Engagement of upkeeping and security personnel (Semi skilled) at Joynagar Irrigation Division, Gr. Floor, Irrigation Campus, Puratan Bazar, Baruipur, South 24 Parganas for a period of 1 (one) year.*

Note : a) It is mandatory to maintain minimum Wages of the staff in accordance with the minimum rates of Wages and strictly follow the Circular No. 805/Stat/2RW/32/94/LCS/JLC dtd. 24.06.16 published by the Joint Labour Commissioner, West Bengal.

b) The rate of **personnel / manpower** means Semi-skilled labour. To arrive at the unit rate, consider the present minimum Wages per head per day, EPF, ESI, welfare Cess & Bonus (Considering Rs. X / 365 days = Rs. Y per head par day basis) as per prevailing Govt. rule and provide the service charge also.

The time schedule of the said quotation is as follows :

- i) Last date of receiving of application :- 17.11.2023 upto 5.00 p.m.
- ii) Last date of issue of quotation :- 21.11.2023 upto 5.00 p.m.
- iii) Last date of dropping of quotation :- 22.11.2023 upto 2.00 p.m.
- iv) Last Date & time of opening of quotations :- 22.11.2023 at 3.00 p.m. (In the chamber of EE-I/ JID)

Terms and Condition for the quotation is as follows :

- 1) The quotation papers will be supplied free of cost from the office of the undersigned at every working day. The suppliers should quote his rate both in figures and words (in rupees) over 'OWN - LETTER - HEAD' of the agencies. They must furnish specification in accordance with proforma which will be supplied from this office along with quotation papers.
- 2) The copy of the notice of the quotation which may be obtained along with schedule and specification from the office of the undersigned should accompany with the quotation duly signed by the quotationers.
- 3) The acceptance of quotation will rest upon the competent authority, who does not bind himself to accept the lowest quotation and reserve the right to reject any quotation without assigning any reason thereof.
- 4) Quotation which should be submitted in sealed cover with the name of the work written on the envelope will be received by the undersigned. Quotations which do not fulfill any of the above conditions / incomplete in any respect are liable to summarily rejected.
- 5) The successful quotationer / agency shall have to deposit an amount @ **2.00% of the total quoted amount as earnest money** in the form of Bank Draft / Demand Pay in favour of the Engineer in-

charge (i.e. Executive Engineer-I, Joynagar Irrigation Division) at the time of executing Formal Agreement in W.B.F. No. 2911 **within 7 (Seven) days** from the date of issue of the accepting letter which will be refunded after successful completion of the contract or termination of the contract whichever is earlier, if the situation so demands in the exigency of the Public Service.

### **ELIGIBILITY CRITERIA**

Intending Bidders should apply for Quotation papers in their respective Letter Heads enclosing self attested copies of the following documents, originals of which and other documents like Register Partnership (for Partnership farms) etc. are to be produced on demand. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / bidders will be rejected at any stage without any prejudice.

- a) PAN Card
- b) Professional Tax Payment Certificate
- c) GST Certificate
- d) Latest I.T Return Receipt
- e) Service Tax Registration Certificate
- f) Employees' Provident Fund Registration Certificate**
- g) EPF Clearance Certificate**
- h) Registration of E.S.I. Scheme**
  - i) Registration from Home Dept, Govt. Of West Bengal
  - j) Proprietorship Firms (Trade License)
  - k) Partnership Firms (Partnership Deed, Trade License, Form-VIII or Memorandum of Registration)
  - l) Analysis of quoted rate in Agency's letterhead signed by authorized person ensuring all salaries and statutory benefits viz. PF, ESI etc. of the manpower engaged by the bidder before awarding the contract (if asked).
- m) An undertaking in the form of an affidavit from agency's personnel stating that **he/she would not ask for employment in Govt. Service** on the basis of working in this Project on termination or during contract period before awarding the contract.

### **CREDENTIAL CERTIFICATE**

- i. Completion Certificates (CC) for 100% completed works during the current year and within last five financial years will only be accepted as valid credential.
- ii. CC should clearly show the name, postal address, (contact Tel. No. and FAX or e-mail ID if issued outside the jurisdiction of the State) of the office and designation of the officer/ authority issuing the CC for the work along with the name of work and amount put to quotation (Quotation Value). Illegible certificates and those having incomplete information may be rejected.
- iii. CC of works executed in the Irrigation & Waterways Directorate will be considered. CC of works executed in other Departments of the State Government/ organizations viz. Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affair Department and other State Government Departments, Zilla Parishads & Panchayat Samities only within the jurisdiction of the State of West Bengal, WBHIDCO, WBSEDCL, WBSETCL, KMDA, KMW&SA, KMC, Other Municipal Authorities and Bodies, HRBC, Engineering Departments of Union Government and Organizations like Farakka Barrage Project (FBP) Authority, Indian Railways, KoPT and companies owned or managed by the Government of West Bengal, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such CC are to be issued by an officer/authority not below the rank of Executive Engineer / Divisional Engineer / District Engineer/Project Manager of the State/Union Government Departments/ Organisations; authorised

signatories of CC for Panchayat Samities and Municipalities shall be BDO & Ex-officio Executive Officer and Secretary or equivalent administrative officers respectively. It is desirable to have contact telephone and FAX or e-mail address of the signatory of the CC for all offices outside West Bengal.

### ADDITIONAL TERMS AND CONDITIONS

1. Executive Engineer of the concerned Division is the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above quotation is made with officers other than the Engineer-in-charge for speedy execution of work, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. In case of any dispute, the decision of Engineer-in-Charge shall be final and binding.
2. Acceptance of the quotation including the right to distribute the total work between two or amongst more than two contractors/bidders will rest with the Engineer-in-Charge without assigning reason to the contractors/bidders thereof. The Executive Engineer as the accepting authority reserves the right to reject any or all quotations without assigning any reason thereof.
3. The contractors/bidders shall have to comply with the provisions of (a) **Contract labour (Regulation & Abolition) Rules, 1970 and its revision** (b) **Minimum Wages Act 1948 and its amendments**, or the modifications thereof or any other laws regarding the minimum wage payment thereto enforced by the appropriate Government from time to time. In addition to the monthly salary, the agency shall also have to extend statutory benefits provided under **Employees' Provident Fund and Miscellaneous Provision Act, 1948 and Employees' State Insurance Act, 1948** and the other benefits in terms of applicable labour law. Failure to do so would liable to termination of the contract.
4. Engineer -in-Charge shall not entertain any claim whatsoever from the contractors/bidders regarding payment of compensation on account of idle labour on such grounds.
5. Any duty / tax / royalty etc. whatsoever is imposed by the appropriate Government after issuance of work order / commencement and completion of the work, is to be borne by the contractor/bidder.
6. Cess @ 1% of the cost of construction work or otherwise as per relevant order of appropriate Government shall be deducted from the gross value of all works bill. Also, it is instructed to register his/her establishment under the relevant Act with the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region.
7. VAT/Sales Tax, Cess, Income Tax, Ferry Charges and other Local Taxes if any, are to be paid by the contractor/ bidder. No extra payment will be made as re-imbusement or compensation for the above.
8. No compensation is payable for idle labour, contractor's establishment charges or on account of reasons such as **variations in price indices/escalation cost** etc.
9. All possible precautions should be taken for the safety of the manpower deployed at work site as per safety rule in force. Agency will remain responsible for his manpower in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible.
10. To ensure the payment to the manpower with the minimum wage rate including EPF, ESI and Bonus as per rule, no compromise would be allowed regarding the payment of minimum wage rate and EPF, ESI & Bonus.

### SPECIAL TERMS AND CONDITIONS

1. Guarding arrangement should be made at entry & exit points or at vulnerable points for safety of all Government properties lying under the control of Joynagar Irrigation Division within Irrigation Campus of Puratan Bazar, Baruipur. **The Agency will be liable for any loss, theft, pilferage, damage of Government properties laying within the same location.**

2. A **Visitors' Book duly authenticated** by the undersigned should be kept by the Agency at his own cost at entry and exit point of colony campus to register the movement and purpose of unknown person/new person/vehicle with detailed entry and signature of unknown person/new person. In case of any requirement the said Book, the same is to be produced to the Engineer-in-Charge or his authorized representatives.
3. The Agency shall have to furnish the following documents in respect of the individual who will be deployed before commencement of work :
  - Full name of persons deployed with their fathers'/guardians' name.
  - Attested photocopy of Voter Identity Card/AADHAR Card/PAN Card.
  - Attested photocopy of school leaving certificate/Admit Card containing date of birth.
  - Character certificate from a Gazetted officer of Central/State Government.
4. In case, the person employed by the Agency commits any act of omission/commission that leads to misconduct/indiscipline/incompetence, the Agency will be liable to take appropriate action by replacing the said manpower with other by providing documents as laid in clause 11. If the misconduct created by the manpower may apprehend detrimental for the authority the agreement will be treated as cancelled with forfeiture of total security money or imposition of penalty as decided by the Engineer-in-Charge.
5. The manpower should maintain good behaviour and manner with the public as well as with the Departmental and Government employees otherwise suitable action should be taken by the Agency for removing of same manpower from work site.
6. It is specifically and distinctly binding that the Agency shall have no right, title or interest on the premises made available by the Department for rendering upkeepment and security service and the Department shall have an absolute and unfettered right to remove contractor, their manpower and materials laying within the premises with immediate notice.
7. **The deployed manpower has to wear uniform during performing duty** and all articles i.e. uniform, cap, badge, torch with batteries, wooden rule, whistle, umbrella, rain coat, Identity Card etc. will have to be supplied by the Agency at his own cost. The quoted rate should include all these costs. No extra payment would be made for these.
8. No person other than **enlisted persons is authorized** to be deployed. In special case, the Agency should have to obtain prior concurrences from the Engineer-in-charge.
9. **An attendance register should be maintained at guarding location** and that has to be authenticated by the EIC, failing which the Department has no liability regarding payment of the manpower. The record should be verified by the Sectional Officer.
10. One copy of **Identity Card with passport size photograph and complete present residential address** has to be issued to each manpower. The duplicate set of the same should be in custody of the undersigned.
11. The Department will **not compensate for any overtime duties** performed and no extra claim will be entertained on the account. The selected Agency shall immediately provide a substitute in the case of any person leaving the job due to his personal reason.
12. **The department shall not be responsible in any way for employment of the manpower engaged by the Agency on termination or during contract period.** Also, the Engineer-in-Charge will not be responsible to compensate or otherwise be liable in any manner whatsoever for any injury or death of any manpower while on duty.
13. The Agency shall have to maintain First Aid & Medical facilities for his deployed manpower during the contract at his own cost and arrangements.
14. The contract period will be **one full year from the date of commencement** unless is curtailed or terminated by this Department. This period may be extended for three months at a time in case of satisfactory performance. No escalation will be entertained beyond the accepted rate.
15. On successful completion of contract period the entire security deposit free of interest will be refunded to the Agency with the availability of fund.

16. The contractor should thoroughly scrutinise the site of work and relevant quotation documents, drawings etc. before submitting the e-quotation and satisfy himself/herself regarding the conditions and nature of works and ascertain the difficulties that might be encountered during execution of the work, availability of drinking water and other human requirements including safety and security etc. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed for security purpose. The contractor will not be entitled to any additional financial claims or extra rates on any of these accounts.
17. The service enjoyed by the Agency provided in connection of electrification and other facilities (If any) apart from arrangement provided in Guard room etc., the charge borne by the service utilized will be deducted from monthly bill.
18. Monthly bills in triplicate for payment to the manpower has to be submitted by the Agency to the concerned Engineer-in-charge on first working day of every month and payment will be made on receipt of the bill by the undersigned subject to availability of fund after deduction of requisite Tax and security deposit (for remaining 8% of the quoted amount). No claim for delayed payment will be entertained. Payment to the manpower must be made within seventh of every month by the Agency himself. **No payment will be made unless and until production of Employment Provident Fund clearance certificate & ESI deposit challans at an interval of maximum 3 months.**
19. The manpower should be compelled by the following Guidelines :
  - Should be physically fit and mentally alert when on duty.
  - Should always wear proper uniform and be equipped with whistle, wooden rule etc.
  - Should not relax or gossip or befriend with local people or trespassers.
  - Should watch over the movement of outsider. If any abnormal behaviour has come to notice should chase that for cross examination.
  - Should not allow any sales person or beggars or cattle grazers to approach the individual quarter and office unless having pass or permission from EIC.
  - Should allow entry of the vehicle of outsider with due record of the purpose of visit and the name of person to whom to meet in Visitors' Book.
  - Should not allow any outsider vehicle to park inside the campus without permission of EIC.
  - Should not allow overcrowd to the campus or in office premises.
  - Should keep the gate shutters half closed during office hours for restricted movements and close watch to the outsiders.
  - The protection of Office of the Joyagar Irrigation Division should be strictly observed. Any illegal activity noticed during day or night should immediately be brought to the notice of the undersigned.
20. The Agency is bound to abide by the Government rules and regulations and all clauses (1 to 19) of this Special Terms & Conditions, failing which as well breach of contract, his contract will be terminated.
21. All quarries and disputes arising out of the works quotation contract is to be brought to the notice of Chairman of the Departmental Dispute Redressal Committee in writing for decision within 15 days.



Executive Engineer-I  
Joynagar Irrigation Division  
Irrigation & Waterways Directorate

*Copy forwarded for information and for wide circulation to the:-*

- 1) The Superintending Engineer, Eastern Circle, I&W Dte, Government of West Bengal, 8<sup>th</sup> Floor, Jalsampad Bhawan, Salt Lake, Kolkata – 700091.
- 2) The Executive Engineer-I/II, Basirhat / Cannals / Kakdwip / Joynagar Irrigation Division.
- 3) The Labour Commissioner, Government of West Bengal, 11<sup>th</sup> Floor, New Secretariat Building, Kolkata – 700001.
- 4) The Superintendent of Police, South 24 Parganas.
- 5) The Sub – Divisional Officer, Basanti / Canning / Gosaba / Kuemari / Kultala / Raidighi (I) Sub-Divn.
- 6) Accounts Section / Estimating Branch, Joynagar Irrigation Division.
- 7) Notice Board of Joynagar Irrigation Division.

Sd /-  
Executive Engineer-I  
Joynagar Irrigation Division  
Irrigation & Waterways Directorate

**ANNEX-(1)**

*(To be typed in Company Letterpad / Plain paper and submitted)*

**(NOTICE INVITING QUOTATION NO. 03/EE-I/JOY OF 2023-24 OF EXECUTIVE ENGINEER-I, JOYNAGAR IRRIGATION DIVISION) ( Memo No. 2172-E I, Dated : 10.11.2023 )**

Sl No.	Description of Item	Quantity	Unit	Rate (Per head per day)	Total Amount for 365 days
1	Engagement of up keeping and security personnel (Semi skilled) at Joynagar Irrigation Division, Gr. Floor, Irrigation Campus, Puratan Bazar, Baruipur, South 24 Parganas.	01	Head		
<b>Total quoted amount in figures =</b>					

**Total quoted amount in words =**

**Note:**

- *Bidder should provide wage per Person (including all statutory payment viz. PF, ESI, etc. ) that will be paid by the bidder.*
- *Quoted price is inclusive of all taxes.*

*Date:*

\_\_\_\_\_  
*Signature of contractor/bidder  
with official seal if any*