



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Superintending Engineer: Metropolitan Drainage Circle
Jalasampad Bhawan [2nd floor]: Salt Lake: Kolkata -700091
Phone/Fax No. - 033-23343916 / 033-23343960. e-mail ID: - semdcibd@gmail.com

NOTICE INVITING e-QUOTATION

Notice Inviting Quotation No. WBIW/SE/MDC/NIQ - 01(e)/2024-25

1. Invitation:-

Assignment Title: - Clearing blockage in Hume pipe/ Concrete Box chamber syphons by mechanical and hydraulic clearing method using manual labour also over Dry Weather Flow (DWF), Fishery Feeding (FF), Suburban Head Cut (SHC) & Storm Water Flow (SWF) channels in the district of Kolkata & South 24-Parganas

Encrypted electronic quotation are hereby invited by the **Superintending Engineer Metropolitan Drainage Circle, Irrigation & Waterways Directorate**, on behalf of the Governor of West Bengal through electronic mode under two stage one part e-quotation System for the above mentioned quotation from eligible bidders having desired Pre-qualification eligibility credential for execution of works of similar nature and requisite financial capability. **The e-quotation would require the bidder to only qualify for submission of rate. The e-tender process will be taken up afterwards on the basis of the lowest rate so obtained from this e-quotation.**

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

Bidders willing to take part in this e-quotation are required to obtain a valid Digital Signature- Certificate (DSC) from any of the authorized 'Certifying Authorities' (CA) under Controller of Certifying Authorities (CCA), Department of Electronics & Information Technology (DEIT), Govt. of India. (viz. NIC, n-Code Solution, Safes crypt, e-Mudhra Consumer Services Ltd, TCS, MTNL, IDRBT) or as notified by the CA /Finance Department, GoWB from time to time. DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from any of the above CA, they are required to register the fact of possessing the DSC through a registration system available in the above-mentioned websites. A list of such licensed CAs' is also available in the CCA website cca.gov.in. The prospective bidders may contact the Departmental e-Tendering Help desk located at the 7th Floor of Jalasampad Bhavan at Bidhannagar, Sector-II, Kolkata, or through designated e-mail addresses of ID:irrigationhelpdesk@gmail.com and no-egov@wbiwd.gov.in with Telephone No. 033-23346098 and the State Level e-Procurement Help Desk located at the Ground Floor of Jalasampad Bhavan, through wbehlpdesk@gmail.com on any working day between 10AM-5PM for any query on e-quotation procedure, obtaining DSC and free of cost training on e-quotation usage.

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

Last date & time of submission of quotation electronically, is on 29.07.2024 till 16:00 Hours IST.

2. Brief about objective of work:

Objectives:

Bantala, located in the outskirts of Kolkata, where city drainage channels mainly D.W.F. (Dry Weather Flow), Town Head Cut (T.H.C.) channel and Defunct D.W.F. are trapped through a lock gate called Bantala lock gate to provide sewage water for fishery feeding purpose throughout the year. To assist the growing number of fisheries and provide engineering support in the form of arterial canal, a fishery feeding channel was built originating from Bantala, along with a set of 10 (ten) nos. regulator gates to regulate the sewage water. This location came to be known as the Bantala Lock Gate. From 1966, after it was built, the maintenance of these lock gates was entrusted to the Irrigation & Waterways Department, Govt. of West Bengal. Up to 2018, the lock gates used to be operated manually, there after changed to mechanical operation. The fishery feeding channels, built between 1947 to 1950, runs from 8 Km and feeds numerous fish ponds/bheris to produce several thousand tons of fresh fish, which partly satisfy the needs of the city. There are several syphons which were constructed/modified during 1950-1970 for proliferation of fisheries and paddy growing in the southern Salt Lake area. Supply of sewage water to the arterial canals to the bheries through syphons is crucial. The main objectives of the project are to clear the blockage of those syphons for uninterrupted supply of sewage water to the fishery feeding canal.

3. Scope of work:

Mechanical Cleaning method:

Mechanical cleaning method consist of using equipment that scrapes, cuts, pulls or pushes debris out of the hume pipes/concrete box syphon. Mechanical cleaning equipment consists of buckets machines, power rodders and hard rods. A bucket machine operation includes a special buckets type device that is pulled through a hume pipes/concrete box syphons. This device removes debris as it is pulled through the hume pipe/concrete box. Rodding can be done by power. It entails pushing and pulling a steel rod or snake through a hume pipes /concrete box syphons with special tools attached to the end. These tools are used to cut roots or to chop up large chunks of debris. Mechanical devices are more effective in clearing blockage in conglomeration with clearing the hume pipes/concrete box syphons some time by flushing following a mechanical clearing operation. The suitability of machine can also be suggested by the bidders after due site visit.

Hydraulic clearing method:

Hydraulic clearing methods such as jet clearing, jet rodders and high velocity cleaners consist of cleaning a hume pipes/concrete box syphons with a high-pressure water jet.

Construction of closure/ cross bundh:

Before clearing of blockages, the upstream and downstream of the Syphon structures are to be barricaded by constructing a closure/ cross bundh with bullah piling (two rows) and making core wall with earth- filled poly bags dumped in between two rows of bullah including necessary bailing out of water to make the working zone free from accumulated water and removal of all closure/ cross bundh after completion of blockage clearing work of the syphons.

Repairing of damaged syphon structures & hume pipes:

The damages that was occurred already cannot be predicted unless clearing of blockage works is in progress. But it is indeed true that some damages are there in the syphon structures and hume pipes/ concrete box. it has to be repaired during cleaning of blockages work, for which provision has to be made in the quoted rate after due site visit and local enquiry. No claim what so ever arises out of these damages will be entertained in future. But if any damages occur during the execution of the work, it has to be repaired with no extra cost.

Disposal of debris:

The debris removed should be disposed in an approved location as directed by the Engineer-in-charge, in such a manner without causing any hindrance to traffic and posing any health hazards to the public as well as environmental aspect.

4. Identified Spots for Clearing:

Sl. No.	Location	Latitude & Longitude	Length (M)	Breadth (M)	Function of Syphon	Remarks
1	Bantala	22° 52' 41.47" N, 88° 44' 18.13"E	27.00	5.00	Syphon connecting Fishery feeding channel (FFC) to Fishery feeding channel under DWF. 3 nos. 900mm dia. hume pipes.	Partly choked, part of the hume pipe has been damaged and to be repaired.
2	Jalapath	22° 52' 13.36" N, 88° 46' 71.85"E	95.00	1.50	Syphon connecting Fishery feeding channel (FFC) to SWF under DWF. 1 nos. 900 mm dia hume pipe.	Partly choked
3	Lalkuthi	22° 52' 47.45" N, 88° 43' 87.09"E	60.00	4.34	Syphon connecting DWF channel to Bidyadhari-2canal under SHC channel at ch. 230. 3 nos. 900mm dia. hume pipes.	Partly choked
4	Kancha Gheri	22°30'50.15" N, 88° 43'87.09"E	100.00	Not known	It is a double syphons system. The syphon originates from the FFC, runs below DWF& SWF and reaches at the other side of the State Highway. (Both concrete box & pipe)	Almost fully choked.

5. Plants & constructional Equipment:

The bidders shall consider the rate of supply all tools, plants and constructional equipment within his quoted rate. A list of plant as intended to be employed by the bidders in this work must be furnished with full details along with the quotation. Plant machineries and equipment shall be owned or arranged through lease hold agreements by the bidders. Conclusive proof of ownership (Tax invoice, way bill, delivery challan) for each plant and machinery in working condition shall have to be submitted at the time of e-tendering. In case of arranged through lease, lease hold agreement & Tax invoice, way bill, delivery challan of lease holder have to be submitted at the time of e-tendering. E-I-C has every right to inspect the plants & machineries, as submitted by the bidders, for its proper verification and functioning before evaluation of e-tender. No conclusive proof of ownership is not required at the time of e-quotation.

6. Methodology, Manpower & safety:

- 1) The bidders shall be solely responsible for the methodology and detailed working plan, manpower & equipment for the whole of the works, keeping in mind the site conditions. The bidders shall supply to the Engineer-in-charge such particulars thereof as he may require from time to time during execution.
- 2) The bidders shall submit in writing the details of actual methods that would be adopted by the bidders for the execution of each works supported by necessary details during submission of e-quotation.
- 3) Approval for drawings and sketches, if necessary, includes those of the plant and machinery that would be used, their location arrangements for conveying and handling materials etc., should be obtained from the E-I-c well in advance before start of each work. The E-I-C reserves the right to suggest modifications or make change in the methods proposed by the bidders whether accepted previously or not at any stage of the work, to obtain the desired accuracy, quality and progress of the work, which will be final and binding on the contractor.

- 4) An inexperienced worker should not operate the machine. If any defect is noticed during operation, it has to be shut down to prevent any eventualities.
- 5) The bidders will have the full responsibility for quality control and delivering the acceptable quality in the field. Regular appraisal of the quality control to the engineers should be made for effective improvements in the work techniques to ensure satisfactory quality work.

7. BOQ:

- a) The eligible quotationers should quote their rate both in figures and in words.
- b) No quotation will be accepted after expiry of schedule date and time of submission.
- c) Accepting Authority i.e. The Superintending Engineer, Metropolitan Drainage Circle, I & W Directorate reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
- d) Informal/conditional quotation is summarily rejected.
- e) This rate is only to ascertain item rate as per nomenclature for official purpose.
- f) The rate to be quoted considering the successful execution aspect of the work as well as excluding the GST & Cess but considering all other taxes and service charges.

N.B.: It is important to carefully evaluate the sewer system to decide which type of equipment is best suited for clearing the syphon/concrete box blockage after site visit and rate to be quoted accordingly.

Sl. No	Name of the item	Amount put to Quotation (In Rs. Both in figure and words)	Earnest money (2% of the quoted rate)	Cost of Quotation Documents	Time allowed for completion of the work at the of e-tender.	Source of Funding
1	2	3	4	5	6	7
1.	<p>Clearing blockage in Hume pipe syphons (900 mm dia. Approx. or concrete chamber with closed lid or concrete boxes) at different locations caused by obstruction such as roots, debris, plastics, all kind of soil including sludge, slush mixed with all sorts of industrial waste and Municipal garbages, khatal effluents, night soil etc. by mechanical & hydraulic cleaning method including mending good of damaged syphons structures by constructing necessary closure/ cross bundhs with bullah piling (two rows) and making core wall with earth- filled poly bags in both upstream and downstream of syphon including necessary bailing out of water and removal of all closure/ cross bundh after completion of blockage clearing work of the syphon by using hydraulic, mechanical equipment and expertise manpower as well as using labours with necessary arrangements for protection of their health and disposal of the collected debris in an approved locations as directed by the Engineer-in-charge, in such a manner without causing any hindrance to traffic and posing any health hazards</p> <p>At the following locations:</p>	As per quoted Rate.	Nil	Nil	04 (four) months	CSP/Deposit work
	<ul style="list-style-type: none"> i) Bantala Syphon ii) Jalpath Syphon iii) Lalkuthi Syphon iv) Kancha Gheri Syphon 					

8. Schedule of dates of e-Quotation procedure

Sl. No	Activity	Date & Time	Remarks
1.	e - quotation Publishing Date	08.07.2024 at 17.00 hours	To be made available with the e-NIQ in the website
2.	Document Download start date	08.07.2024 at 17.00 hours	
3.	Pre-bid Meeting to be held at the office of quotation Inviting Authority	-	
4.	Bid submission start date	08.07.2024 at 17.00 hours	
5.	Document Download end date & bid submission end date	29.07.2024 at 15.00 hours	
6.	Bid submission end date	29.07.2024 at 15.00 hours	
7.	Technical Bid opening date	31.07.2024 at 12.00 hours	
8.	Uploading of list of Technically qualified bidders	To be decided by TIA	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
9.	Financial Bid opening date	-do-	
10.	Uploading of Financial Bid evaluation sheet	To be decided by TAA	
11.	Uploading of information of lowest bidder whose rate will be considered for estimating and e-tender purpose	-do-	

Schedule of Dates of e-Quotation procedure

Note: - In case of any unprecedented "incident" schedule for quotation procedure will automatically be deferred to the next working day.

9. General Guidance for e-Quotation

Instructions/Guidelines for bidders for electronic submission of the quotations on line have been shown in www.wbiwd.gov.in (the web portal of the Irrigation & Waterways Department) for assisting the bidders to participate in e-Quotation.

10. Registration of Bidder(s)

Any bidder willing to take part in the process of e-Quotation will have to be rolled and registered with the Government e-procurement system, through logging on to <http://www.wbiwd.gov.in> (the web portal of the Irrigation & Waterways Department). The bidder is to click on the link for e- quotation/Tender site as given on that web portal and then to be entered in to the e quotation web portal <https://wbtenders.gov.in> for submission of e-quotation.

11. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause 3. DSC is given as a USB e-Token.

12. Collection of Quotation Documents

The bidder can search and download quotation documents electronically from computer once he logs on to the website as mentioned in the "Schedule of Dates of e Quotation procedure", using the Digital Signature Certificate. This is the only mode of collection of quotation documents.

13. Submission of e-Quotation

a. General process of submission

Bidders are to be submitted online through the website stated above, in two folders, at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**, before the prescribed date and time. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed in to non-readable format).

b. Technical Proposal

The Technical Proposal should contain scanned copied of the following documents:

a). My document (Statutory Cover) containing,

- i) Application to be made in **(Form- 1)**.
- ii) e-N.I.Q. (to be submitted in "**NIQ**" folder) after signing each page.
- iii) Summary statement of average annual turnover from business for a period of last 3(three)years (Year just preceding the current financial year will be considered as year-1) or during the period since formation of the Firm, if it was set up in less than such 3-Years period **(Vide-Form-2)**. **Minimum Average Annual Turnover should be Rupees 15.00 lakh (Fifteen lakh)** (to be submitted in "**Forms**" folder)
- iv) Scanned copy of power of attorney by the competent authority, if the power is delegated for signing the bid to persons other than the applicant **(vide- Form-3)**. (to be submitted in "**Forms**" folder)
- v) Declaration against Common Interest in **(Form-4)** have to be submitted
- vi) Technical literature and catalogue of all equipment.
- vii) Work Plan and methodology of the work.

Note: Technical Bid will be summarily rejected if any item in the statutory cover is missing.

a) My document (Non-statutory Cover) containing, Certificates

1. Professional Tax (PT) Clearance Certificate and IT PAN valid up to the date of opening of the quotation.
2. GST registration certificate.

i) Company Details

1. Regd. Deed for partnership Firm/Joint Ventures from Registered of Assurance having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
2. Trade License for Proprietorship Firms/Partnership Firm/Joint Ventures.
3. Memorandum of Articles for Limited Companies.
4. Society Registration and Bye-Laws for Co-operative Societies.

ii) Credentials

Performance statement/completion certificate showing completed similar nature of works executed during the current financial year and the last five years(Note:-bidders are to submit Completion Certificates of 100% completed work(s) issued by the competent authority which should be supported by the Bill of Quantities(BOQs) for the said completed work.

iii) Balance Sheet

Audited Balance Sheet of last 3 (three) financial years or of such period, if the company was set up less than three years ago, with auditor's certificate regarding annual turnover from contracting business in each year. **Minimum Average Annual Turnover should be Rupees 15.0 lakh (Fifteen lakh).**

iv) Others

Any other documents found necessary

N.B.: Failure of submission of any one of the above-mentioned documents will render the bid liable to summary rejection.

v) Financial Proposal

i. The financial proposal should contain the following documents in one cover(folder), i.e. Bill of Quantity (BOQ). The Bidder is to quote the rate against the item online through computer in the space marked for quoting rate in the BOQ.

ii. The rate inclusive of all charges & taxes excluding GST & Cess will have to be quoted only in the BOQ under the financial bid. In case of quoting the rate in any other documents, the quotation is liable to be summarily rejected.

iii. Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

vi) Eligibility Criteria

Bidders in which the price bid/BOQ are given in any other format are liable to be rejected. The cost will also be required to be filled in the BOQ, there shall be no condition whatsoever. Bidder should clearly note that BOQ with any condition including that of conditional rebate shall be rejected forthwith.

A. Completion Certificate

- Completion Certificates for one fully completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed supply work will not be considered.

- Completion Certificate of work executed in other Department so State Government or organizations, like Public Works & Public Works (Roads) Department ,Public Health Engineering Department, Sundarban Affairs Department and various other State Govt. Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority(KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner(HRBC), Engineering Departments of Central Government and Organisation, like Farakka Barrage Project(FBP) Authority, Railways, Kolkata Port Trust (KPT), and companies owned or managed by the State Government, i.e Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. May also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer/ Divisional Engineer/District Engineer/Project Manager of other state/Central Govt. Departments/ Organizations. Such certificates are further to be countersigned by immediate superior authority of the issuing Authority for all cases other than direct/ State/ Central Govt. Departmen tand Railways.
- iii) **Bidders would have to produce minimum Credentials in single order at least to the tune of Rs. 15.00 (Fifteen) lakh for works of similar nature during the last Five years.**

B. Penalty for suppression/distortion of facts

If any Bidder fails to produce the original hard copies of the documents(especially Completion Certificates and audited balance sheets), or any other documents on demand of the Quotation Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the quotation one-quotation platform for a period of 06 months to 01(one) year. In addition, his used ID will be deactivated. Besides, the Irrigation & Waterways Department may take appropriate legal action against such defaulting as may deem fit.

vii) Inspection to Site by the intending Bidders before submitting Bid

Before submitting any bid the intending bidders should make himself/themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take in to considerations all factors and difficulties likely to be involved in the execution of work in all aspects including transportation of materials & equipment, communication facilities, climate conditions, nature of soil, availability of local labour etc. as no claim whatsoever will be entertained on these accounts afterward. In this connection the intending bidders may contact the office of the Superintending Engineer, Metropolitan Drainage circle (Contact No. 8697064015) or Executive Engineer, Calcutta Drainage Outfall Division (Contact No. 9830456671) up to last date of submission of bid.

viii) Conditional and Incomplete Bid

Conditional and incomplete Bids are liable to summary rejection.

b) Opening and evaluation of e-Quotation

i) Opening of Technical proposal

- i) Technical proposals will be opened by the **Superintending Engineer, Metropolitan Drainage Circle** or by the authorized representative electronically from the website stated above, using the Digital Signature Certificate provided by the NIC
- ii) Intending bidders may remain present if they so desire.
- iii) Cover (Folder) for Statutory Documents should be opened first and If found in order, cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the quotation will summarily be rejected.

- iv) Decrypted (transformed in to read able formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Quotation Evaluation Committee (QEC).

ii) Uploading of summary list of technically qualified bidders

- i) Pursuant to scrutiny and decision of Quotation Evaluation Committee (QEC), the summary list of eligible bidders and the serial number of quotation(s) for which their Financial Proposals will be considered will be uploaded in the web portals.
- ii) While Evaluation, the committee may summon of the bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

iii) Provision for appeal and its disposal

- i) Intending bidder not satisfied with the decision of the Quotation Evaluation Committee (QEC) may prefer an appeal to the Chief Engineer (South), Irrigation & Waterways Directorate , I & W Directorate, Jalasampad Bhavan, Salt Lake as Appellate Authority through e-mail ID–chiefengineersouth2015@gmail.comwithintwoworking days after the date of uploading of the summary list of the successful quotationer(s). Copy of such appeal should also be sent to the Quotation Inviting Authority, i.e. Superintending Engineer, Metropolitan Drainage Circle, Irrigation & Waterways Directorate.
- ii) The decision of the Chief Engineer (South) will be final & bindings.

iii) Final publication of summary list of technically qualified bidders

In case, the Appellate Authority asks the Quotation Inviting Authority to consider bid of any of the aggrieved bidders, who may have preferred appeal, the process of uploading of qualified bidders will be re-done, through issuing necessary corrigendum. Date of opening of financial bidis to be intimated in the final summary list.

iv) Opening and evaluation of Financial Proposal

- i) Financial proposals of the bidders declared technically eligible by the Quotation Evaluation Committee will be opened electronically from the web portal as per the prescribed date, normally after two working days of date of publication of final summary list of the bidders, by **the Superintending Engineer, Metropolitan Drainage Circle**.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- iii) After evaluation of Financial Proposal by the Superintending Engineer, Metropolitan Drainage Circle, Irrigation & Waterways Directorate after having necessary comments from the Executive Engineer, Calcutta Drainage Outfall Division concerned with the work and test check to the comparative statement by the Divisional Accountant/Divisional Accounts Officer attached to the office of the Executive Engineer, Calcutta Drainage Outfall Division may upload the final summary result containing inter-alia, name of bidders and the rates quoted by them against the item provided he is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.
- iv) The quotation Accepting Authority may ask any bidder to submit analysis to justify the rate quoted by that.

c) Submission of Analysis over quoted rate

The Bidder will have to, if so desired by the Quotation Accepting Authority, submit this analysis to justify the rate quoted by him/them.

d) Cancellation of Quotation

Quotation may be cancelled in any stage without assigning any reason by the QIA.

g) Participation of Joint Venture in Quotation.

Interms of Memo.No.185/JS(W)/IA-11C-9(75)/09 dated 09.06.09 of the Secretary to the Govt. of West Bengal, I&W.D, Joint venture of Firms constituted and duly registered with the Registrar of Assurance having office at Todi Mansion, Kolkata may be considered for issuance of Quotation Papers.

14. Source of Funding

The work is proposed for funding under "**CORE STATE PLAN**" or "**DEPOSIT WORK**"

15. Inquiry & Help

Any clarifications if required by any may contact with the Help Desk for e-Tendering at Jalsampad Bhawan, 7th floor, Kolkata-700091, and Office of the Superintending Engineer, Metropolitan Drainage Circle over the following electronic instruments.

1) Help Desk at Kolkata:

Phone No.- (033)2334-6098

e-mail- irrigationhelpdesk@gmailcom

2) Office of the Superintending Engineer, Metropolitan Drainage Circle

Phone No.-8697064015

e-mail – semdciwd@gmailcom

(Uttam Kumar Pal)
Superintending Engineer
Metropolitan Drainage Circle

Memo. No.- :- IW/1T-5/944(16)

Date. - 08.07.2024.

Copy with the copy of NIQ and relevant forms and the Instruction/Guidelines for the Bidder for Electronic submission of the quotation online forwarded for information, taking necessary action and record to the: -

01. Chief Engineer (South), I & W Directorate, Govt. of W.B., Jalsampad Bhawan, Salt Lake, Kolkata-91.
02. Joint Secretary (Works), I &WD, Govt. of W.B., Jalsampad Bhawan, Salt Lake, Kolkata-91.
03. Superintending Engineer, Greater Calcutta Drainage Circle, I & W Dte, Govt. of W.B., Jalsampad Bhawan, Salt Lake, Kolkata-91
04. Superintending Engineer, Eastern Circle, I & W Dte, Govt. of W.B., Jalsampad Bhawan, Salt Lake, Kolkata-91.
- 04 Superintending Engineer, Mechanical & Electrical Circle,I & W Dte, Govt. of W.B., Jalsampad Bhawan, Salt Lake, Kolkata-91
05. Superintending Engineer, Western Circle - I, I & W Dte, Govt. of W.B., Jalsampad Bhawan, Salt Lake, Kolkata-91
06. Superintending Engineer & P.A. to Chief Engineer (South), I & W Directorate, Govt. of W.B., Jalsampad Bhawan, Salt Lake, Kolkata-91.
07. Executive Engineer, DVC Study Cell &Nodalofficerofe-Tendering, Irrigation&WaterwaysDepartmentJalsampadBhawan,7th Floor, Salt Lake City,Kolkata-700091.
- 10/14 Executive Engineer, Calcutta Drainage Outfall Division/Metropolitan Drainage Division No – I / Metropolitan Drainage Division No-II/ Urban Drainage Division and Executive Engineer & T.A. to Superintending Engineer, Metropolitan Drainage Circle.
15. Estimating Section, Metropolitan Drainage Circle.
16. Notice Board.

Encls. :- As Stated

(Uttam Kumar Pal)
Superintending Engineer
Metropolitan Drainage Circle

FORM-1

APPLICATION FOR Quotation

To
The Superintending Engineer
Metropolitan Drainage Circle

Quotation No.:

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I/We hereby like to state that I/We will fully accept all your conditions and offer my/our rate i/c with the quotation no. as stated above.

Dated this _____ day of _____ 201_____

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids for
And on behalf of (Name of Firm): _____
(In BLOCK CAPITALS or typed)

Office Address: _____

Telephone No.(s)(Office): _____

Mobile No. _____

_____ Fax No. _____

Email ID _____

Form-2

Certificate regarding Summary Statement of Yearly Turnover from Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from the business in favour of _____

_____ For the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Turn over rounded up to Rs. In lakh (two digits after decimal)	
1.	20.....-.....		
2.	20.....-.....		
3.	20.....-.....		
Total			

Average Turnover: ₹.....

Note:

1. Year preceding the current financial year is to be considered as Year-1
2. Average turnover is to be expressed in lakh of rupees, rounded upto two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was setup in less than 3 year's period, consider the turnover for the period from inception to the year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case maybe.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature and seal of the Bidder.

Signature of the auditor

Form-3

Power of Attorney

I/We _____ who are established
And reputable business firm of (name) do hereby authorize Sri _____ (Name and
Address of Agent) to submit a bid, for the above Quotation.

No company or firm or individual other than Sri are authorized to bid, and
conclude the contract against this specific Quotation.

Signature of Authorize d Person.

Signature attested by the Bidder.

Note: This letter of authority should be on the letter head of the manufacturer and should be signed
by a person competent and having the power of attorney to legally bind the Firm. It should be
included by the Bidder in it bid.

Form-4

Declaration against Common Interest

I/We, Sri/Smt. _____, the authorized signatory on behalf of _____ do hereby affirm that I/We/any of the member of _____ bidding against NIQ No. _____ Sl. No. _____ do not have any common interest either as a partner on any partnership firm /joint venture as a Proprietor /Owner of any other firm in the same serial for the work I/We want to participate.

Date:

Signature and seal of the Bidder.

Instruction/Guidelines for the Quotationer for

Electronic submission of the Quotation online

1. Registration of the Quotationers :-

- Any quotationer willing to participate in the processes of e-quotation is required to log on to www.wbiwd.gov.in (the web portal of the Irrigation & Waterways Department) with user ID (a valid e-mail ID with password) for enrolment and registration. The Bidder is to click on the link for e-Tendering/ Quotation site as given on the web portal.
- The Registration page would appear where the bidder is to fill up the details asked for regarding basic organization information in that page.
- Upon submission of such details online, registration would be done.

2. Obtaining Digital Signature Certificate (DSC)

- A Digital Signature is not a digitized form of signature. It is rather an identity proof for the bidder, who is quoting electronically online. This may be used in the name of authorized Representative of the organization (Firm). It is stored in and given as a USB e-token.
- Class-II and Class-III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized by the Controller of Certifying Authorities, Government of India on payment of requisite amount.
- The bidder is again required to log on with the User ID and password to register the Digital Signature Certificate (DSC) without which he cannot participate in e-Quotation. Once registered, this DSC can be used for participating in any e-Tendering/ Quotation of the Irrigation & Waterways Department in future.

3. Uploading documents

- The bidder is to log in with Digital Signature Certificate (DSC), e-token password to upload scanned copies of various documents, as sought for in the NIQ. These can be saved, viewed, edited and even deleted, if necessary, by the bidders.

4. Downloading quotation documents

- By tender/ quotation search, (by value, by location and by classification) or from latest tender/ quotation, the bidder may download and view details of quotation after click in go in serial number.
- Such downloaded documents can be saved in computer as well.
- After downloading documents and before submission of quotation online, it is to be ensured that the documents have properly been filled up and necessary scanned documents have been uploaded, virus scanned and digitally signed.

5. Quotation submission

- The bidder is to read the NIQ carefully.
- All corrigenda, addenda to the original NIQ is to be considered as part of NIQ.

- Each bidder can submit quotation, but such quotations will be considered subject to fulfillment of credential criteria and financial capability to be assessed by the Quotation Evaluation Committee (QEC).
- The quotationer is to use login ID and password, followed by Digital Signature Certificate and to give e-token password to search the tender(s) he wants to participate from "Search Active Tenders". The selected tender may be added firstly in "My Folder" and then "My Quotation". A message would appear that the tender has been set as favourite.
- The quotationer is to click "View" to submit quotation.
- The bidder is to further click "I agree" and "Submit", before opting for offline payment for cost of tender paper and Earnest Money Deposit (wherever applicable).
- Synopsis of credential in prescribed format and other documents as may be required are to be entered, verified, encrypted (transformation into non readable format) and uploaded.
- Financial Folder containing the Bill of Quantities (BOQ) for offering the rate for execution of works is to be submitted next online, by uploading scanned copies duly encrypted.
- Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.

6. Special Note

- If any bidder fails to submit the original hard copies of the uploaded documents within the time frame as may be specified or there is any deviation in the hard copy from the uploaded soft copy, that bidder will be suspended from participating in the tenders in e-Tender/e- quotation platform for a period of 06 months to 01 year. In addition, his user ID will be deactivated. Besides, the Irrigation & Waterways Department takes appropriate legal action against such defaulting bidder. This quotation rate will be utilized for subsequent e-tender process.

7. Clarification / Assistance

- In case of any clarification / assistance required for the process of e-tendering/e-quotation, please contact during office hours to Superintending Engineer, Metropolitan Drainage Circle, I & W Directorate, Govt. of W.B., Jalasampad Bhavan, Salt Lake, Kolkata-700091 (Contact No.033-2334-3916).

- **Helpdesk of the Irrigation & Waterways Department:**

Jalasampad Bhaban, 7th Floor Salt

Lake, Kolkata 700091 Phone

No.(033) 2334 6098

- **Nodal Officer of e-Tendering/e-Quotation:**

Irrigation & Waterways Department

Jalasampad Bhaban, 7th Floor

Salt Lake, Kolkata 700091

Phone No.(033) 2337 6816

e-mailIDdvcell2011@gmail.com or log

on to www.wbiwd.gov.in.