

**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Kangsabati Canals Division No-IV
Bidhannagar, Midnapore, Paschim Medinipur , Pin-721101.
Telephone No & Fax No : 03222-275364
E-Mail ID – eekcdivn4@gmail.com**

Circulation Memo No. 506

Date:19/09/2024.

NOTICE INVITING QUOTATION

OFFLINE NIQ No – WBIW / EE / KCD- IV/ NIQ – 02/2024-25.

Name of work:- Supplying office Furniture at the office of the Chief Engineer (South - West),Khasjungle in P.S. Kotwali,Dist:-Paschim Medinipur in connection with the work “Maintenance and repair of Office Building of the Chief Engineer (South-West) at Khasjungle in P.O.-Abas, Block- Medinipur Sadar, P.S.- Kotawali, Dist-Paschim Mednipur.”

Sealed & signed quotation is hereby invited by the **Executive Engineer , Kangsabati Canals Division No-IV Under Kangsabati Circle-II, Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal through off line quotation for the above noted work from the bonafide resourceful contractor/Supplier/ Company/ Manufacturer having sufficient experience in similar nature of work.

Quotationer has to quote his/her rate on total set with accessories including all statutory taxes.

Quotationer/Bidder has to apply on Form-1 with credential along with NIQ, for evaluation.

The intending bidder/quotationer must read the Terms & Conditions contained in the Notice Inviting quotation (NIQ) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Quotationer/ bidders desirous of participating in the tender may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information consisting of NIQ and related documents, WB Form 2911/2911(i)/2911(ii), Bill of Quantities (BOQ), corrigenda / addenda, etc. if any, shall form the part of quotation document.

The rate to be quoted both in words and in figure. The accepting authority Superintending Engineer K C Circle-II, Midnapur reserves the right to accept and/or reject any or all the quotations for which no clarification will be given to the quotationer.

The quotation will be valid for 30 days and may be extended as per requirement. .

- | | |
|---|--|
| 1. Last date and time limit for receipt of Application:- | 26.09.2024 within 2.00 P.M |
| 2. Date and time limit for publication of list of qualified Application:- | 26.09.2024 within 4.00 P.M |
| 3. Last date and time limit for submission quotation papers:- | 27.09.2024 within 2.00 P.M |
| 4. Date & time of opening:- | 27.09.2024 at 3-30 PM |
| 5. Time of Completion:- | 20 (Twenty) days
from the date of issue of work order |
| 6. Earnest Money: | 2% of the quoted
amount to be Deposited at the time of
execution of the formal agreement in
W.B. Form No. 2911(ii) in the form of
Bank Draft/Pay Order of any
Nationalized Bank in favour of the
Executive Engineer, Kangsabati Canals
Division No:IV, Bidhannagar,
Midnapore. |

LIST OF WORKS

OFFLINE NIQ No - WBIW / EE / KCD-IV / NIQ- 02 / 2024-25.

Name of work:- Supplying office Furniture at the office of the Chief Engineer (South - West),Khasjungle in P.S. Kotwali,Dist:-Paschim Medinipur in connection with the work Maintenance and repair of Office Building of the Chief Engineer (South-West) at Khasjungle in P.O.-Abas, Block- Medinipur Sadar, P.S.- Kotawali, Dist-Paschim Mednipur."

NAME OF THE QUOTATIONER:

Sl. No.	Name of Work/Scheme/Project	Quantity (nos.)	Quoted Rate per Complete Set(₹) in figure	Quoted Rate per Complete Set(₹) in words	Papers Required.	Physical milestone for completion of each work within stipulated time (Refer to Clauses of the General Terms & Conditions of NIQ)	Remarks
1	2	3	4	5	6	7	8
1	Supplying, fittings, fixing decorative L-shape Executive table with laminated board size (7' x 3') with approve make, brand and finish as per directive of Engineer-in-Charge.	1			As Stated in NIQ	Financially sound to supply the furniture as per specification and Payment will be made on availability of Fund.	Approve make & brand
2	Supplying, fitting, fixing decorative Sofa (Two Seater) with approve make brand and finish as per direction of Engineer -in-Charge.	1					
3	Supplying, fitting, fixing decorative Sofa (One Seater) with approve make brand and finish as per direction of Engineer -in-Charge.	2					

4	Supplying good quality chair with approve make, brand and finish as per direction of Engineer in charge.	8					
5	Supplying, fitting, fixing decorative centre table size (3' x 1.5') with glass top and finish as per direction of Engineer -in- Charge.	1					

Place:
Date:

Signature of Quotatioer with stamp date.

1. General procedure for submission of bid/Quotation

Bids are to be submitted only through offline on due date & time. All documents submitted in the quotation by the Quotationer forms an integral part of the works contract/Agreement. Quotationers/bidders are required to submit the entire set of documents along with all other relevant PQ documents as asked for in the NIQ within the stipulated date and time as notified in the NIQ.

2. Applications for Quotation: Signed application with Self Declaration in specimen *Form-1* which is to be **submitted** during bid submission .

3. Addenda/Corrigenda: If published in connection with the NIQ is to be submitted in the '**NIQ**' during bid submission.

4. (I) Certificate/s: The following are to be submitted in signed photocopy

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

5. Site inspection prior to submission of Quotation

Before submitting a quotation, the intending bidder should make themselves acquainted thoroughly

with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable factors and difficulties to be involved during execution of the work as per specification in all respects including transportation of materials, communication facilities, climatic conditions, minimum wage rules of GOWB prevailing in the zone etc. and no claim whatsoever will be entertained on those accounts once the offer is accepted..

The contractor/bidder may also contact the office of the designated Assistant Engineer/KCSD-XII/Executive Engineer **KANGSABATI CANALS DIVISION No - IV** in between 11.30 hours to 16.30 hours on any working day, prior to the date of last date for submission of bid for quotation.

6. Conditional & incomplete quotations

Conditional and incomplete quotations are liable to be summarily rejected. No document will be entertained through FAX / e-mail .

7. Opening & evaluation of Quotation:

8. Opening of Quotation

Quotation will be opened by the Quotation Inviting Authority or his authorised representative on due date and time in presence of intending quotationers.

Intending bidders may remain present if they so desire.

9. General guidelines for acceptance of Quotation

Lowest valid rate should normally be accepted in accordance with the procedure . The Quotation Accepting Authority{ Superintendent Engineer Kangsabati Circle-II} reserves the right to reject any quotation without assigning any reason.

10. Signing of formal tender contract/agreement after acceptance of 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, Kangsabati Canals Division No.-IV in-charge of the work tendered. No cost escalation in any form is included in the Tender Contract Agreement. The quotationer has to submit 2% money of estimated amount as security in the form of Bank Draft in favour of Executive Engineer, Kangsabati Canal Division-IV, payable at Midnapore.

11. Bid validity

The Bid will be normally valid for **120 days** from the date of opening of the Quotation. 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.

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

Additional Terms & Conditions

1. The Executive Engineer of the concerned Division shall be the Engineer-in-Charge in respect of the works contract and all correspondence concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and also approved by him/her. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer/Section Officer (SO) on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute relating to specifications and work, the decision of Engineer-in-Charge shall be final and binding. The Engineer-in-Charge will however take all decisions relating to works contract only after recommendation/ advice of the Tender Accepting Authority. If there is more than the Executive Engineer assigned for the tender, the Chief Engineer would designate the Engineer-in-Charge for the work.
2. Acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders with same L1 rates will rest with the Quotation Accepting Authority without assigning reason thereof to any of the bidders. The Quotation accepting authority reserves the right to reject any or all Quotation without assigning sufficient justification thereof to the bidder/contractor. No additional or excess work or additional items of work beyond the tendered amount would be generally allowed. All excess, supplementary or substitute supplementary items of work, if unavoidable are to be accepted by the Tender Accepting Authority only if the total value of work on completion is within the tendered amount. The exiting contract would be terminated after achieving work up to tendered cost (gross value) and balance work would be taken up afresh after fresh sanction and new tender, except in the interest of public services, in rare & special cases under specific approval of the Government.
3. The Contractor/bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970 including its revisions (b) Minimum Wages Act 1948 and the modification thereof or any other laws relating thereto as will be in force from time to time.
4. Engineer-in-Charge shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on such grounds including non-possession of encumbrance free land. Escalation of cost due to inflationary effects or any other reason is not permitted during construction period or extended time period of contract.
5. Engineer-in-Charge shall not be held liable for any compensation due to machines & equipments becoming idle or any circumstances including untimely rains, other natural calamities, strikes etc.
6. All statutory taxes, viz. GST / labour welfare cess, labour insurance etc or revision of taxation rates even after AOC or commencement and before final completion of the work are to be borne by the contractor/bidder. Original tax invoice/challan or bill of those materials, which are procured by the bidder, may be asked to be submit for verification if required.
7. Labour Welfare Cess @ 1% of the cost of construction works shall be deducted from the Gross value of all works bills. Also it is instructed to compulsorily register his/her establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region for disbursing PF and ESI benefits of workers. The bidder should be mandatorily be registered online with Employees Provident Fund Organisation (EPFO) in the on-line system and posses EPF code and all current documents. Penalties and complaints due to non compliance of on-line EPF registration and default is the full responsibility of the bidder even if the TIA is by default the Principal employer
8. No mobilization / secured advance will be allowed unless specified otherwise in the contract or the Notice Inviting Tender.
9. GST, Cess, Income Tax, and other Statutory Government Taxes as applicable during project implementation are to be paid by the contractor/bidder. The rates of supply and finished work items are inclusive of these taxes and levy. Tax invoice/bills needs to be submitted by the supplier/bidder for raising claims under the contract after attaining of physical milestones showing separately the tax charged in accordance with the provisions of GST Act, 2017.

Terms & conditions of NIQ No WBIW/EE/KCD-IV/NIQ-02/2024-25

- 1) The Furniture's will be supplied to the **office of the Chief Engineer (South -West),Khasjungle in P.S. Kotwali, Dist:-Paschim Medinipur** in good condition whose payment will be made by 'e-billing system' in favour of successful bidder on the basis of bill submitted after the completion of the work and Bill to be prepared by JE/SO, Bhadutala section after receiving the same from contractor in good condition.
- 2) The furniture's must have approve make & brand.
- 3) The bidder of the furniture's, whose quotation will be accepted, will have to execute a formal agreement with the Executive Engineer, Kangsabati Canals Division No-IV.in 2911 Form.
- 5) The accepting authority- Superintending Engineer, Kangsabati Circle-II, Abas, Midnapur reserves the right to cancel either the lowest or all quotations without assigning any reason what so ever.
- 6) The Department will not have any liability arising out of any damage/ mishap during transit from company to office. The authority will not be liable to pay any damage to the bidder, carrier or any third party arising out while in transit. Only good defect free set will be received by the person entrusted upon.

(Sd/-)
Chiraranjan Dutta
Executive Engineer
Kangsabati Canals Division No – IV
Bidhannagar, Midnapore

certified that I have read all the above (5 points) terms and condition and agree to abide by the same and my offered rate is @ Rs / for complete set and I am binding to all those terms and condition as laid down.

Date:

Signature of the Quotationer

Memo No : 506/14

Date: 19/09/2024.

Copy submitted /forwarded for information & wide Circulation to :-

1. The Chief Engineer, South West ,Abas, Midnapore.
2. The Superintending Engineer, Kangsabati Circle-II, Khasjungle, Abas, Midnapore
3. The Executive Engineer, MM&ED, WMD, KCD-1, KCD-V Paschim Medinipur/Jhargram
4. The Sub-Divisional Officer, K.C. Sub-Division No.-XIV/XV/XII, Paschim Medinipur.
5. The Sectional Officer, Bhadutala Section.
6. Office Notice Board”www.wbiwd.gov.in” web site.
7. Treasury Officer, Midnapore Treasury.
8. WWW.WBIWD.GOV.IN

Sd/-
Chiraranjan Dutta
Executive engineer
Kangsabati Canals Division-IV
Bidhannagar, Midnapore

FORM 1 (Modified)

APPLICATION FOR TENDER

To
The Executive Engineer
Kangsabati Canals Division No –IV
Midnapore.

NIQ No : WBIW / EE / KCD-IV / NIQ-02 / 2024-25

Serial No of Work applied for: -

Dear Sir,

Having examined the Statutory, OID & all other NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the works as per Quotation no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda, SOR etc.

Dated this _____ day of _____ 2024.

Full name of Bidder / Quotationer: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids
for & on behalf of (Name of Firm): _____
(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): _____

Mobile No : _____

Fax No : _____

E mail ID : _____

GSTIN : _____

PAN : _____