

**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Nadia Irrigation Division**

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**NOTICE INVITING e-TENDER\ e-QUOTATION**

**e-N.I.Q No - WBIW/EE/NID/e-NIQ-01/2024-25**

**Memo NO. 802**

**Date: 30.09.2024**

Encrypted electronic bids are hereby invited by the **Executive Engineer, Nadia Irrigation Division**, 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 list of Supply of vehicles on hire basis, **required for official purpose**, as listed in the next page from eligible bonafide contractors/agencies/bidders/suppliers for Supply of vehicles on hire basis.. 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 contract to supply vehicles required for official purpose.

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 tender/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-Tender 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 Jalasampad Bhavan at Bidhannagar, Sector-II, Kolkata, through e-mails [irrigationhelpdesk@gmail.com](mailto:irrigationhelpdesk@gmail.com) and [dvscsc6816@gmail.com](mailto:dvscsc6816@gmail.com) or Telephone No. 033-23346098 and the State Level e-Procurement Help Desk located at the Ground Floor of Jalasampad Bhavan through e-mail [wbehelphdesk@gmail.com](mailto:wbehelphdesk@gmail.com) or Ph:(033)-2334 5161 on any working day between 10.30AM-5.30PM for any query on e-Tendering procedure, obtaining DSC and free of cost training on e-Procurement procedure.

Intending contractors/bidders are required to download the e-Quotation documents directly from either of the websites stated above. **This is the only mode for submission of the 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 23/10/2024 till 17.30 Hours IST.**

The applicant bidders/contractors are advised to carefully read all the ‘Terms & Conditions’ contained in this e-Notice Inviting Quotation (e-NIQ). He/she should particularly go through the minimum desired Pre-qualification (PQ) works credential & financial eligibility criteria and satisfy himself/herself of all the mandatory eligibility requirements. Bidders desirous of participating in the e-Quotation should submit bids only if they fulfill the minimum PQ eligibility criteria and are in possession of all the required PQ Credential documents “in original” as these may be summoned by the Tendering 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/NID/e-NIQ-01/2024-25**

Sl. No.	Name of Work//Project/Procurement*	Earnest Money (EMD) (Rs.)	Time allowed for completion (In English Calendar days)	Source of fund	Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract
1	2	4	5	6	7
1	"Supply of 1(One) no. Diesel Maxi Cab/ Motor Cab (Non Air Conditioned) along with driver including having contract carriage permit on daily hire basics as and when required for official use of the S.D.O., Debagram Irrigation Sub-Division, Debagram, Nadia.	3000.00	12 Months	Hired inspection vehicle fund	Please refer to other terms and condition.
2	Supply of 1(One) no. Diesel Maxi Cab/ Motor Cab (Non Air Conditioned) along with driver including having contract carriage permit on daily hire basics as and when required for official use of the S.D.O., Ranaghat Irrigation Sub-Division, Ranaghat, Nadia.	3000.00	12 Months	Hired inspection vehicle fund	Please refer to other terms and condition.

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

## **(General Terms & Conditions for Contract)**

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

Interested contractor/bidders/suppliers are eligible to participate in the e-tender / e-quotation subject to fulfilling the other PQ eligibility criteria laid down in the subsequent paragraphs. Consortiums and Joint Ventures are not allowed to participate in the e-quotation.

### **2. Submission of bid**

#### **2.1 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 Tender Inviting Authority forms an integral part of the works contract/Agreement. Contractors/bidders are required to upload the entire tender/quotation documents along with all other relevant PQ credential documents as asked for in the e-tender/e-NIQ, electronically, through the above portal within the stipulated date and time as notified in the e-tender/e-NIQ. Tenders/Quotations 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-tender/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 percentage above or below or 'At-Par' 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-Tender/e-quotation and upload all of these documents forming a part of their e-bid as tender/quotation document. Documents digitally signed and uploaded in the e-Tender portal by the contractors/bidders/suppliers 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-Tender. 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-tender.

#### **2.2 Technical Proposal**

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

<b>Cover No</b>	<b>Cover</b>	<b>Document Type</b>	<b>Descriptions</b>
1	Pre-Qual/Technical	.pdf	NIQ_Corrigendum
		.pdf	Agreement_2911
		.pdf	Forms
2	Finance	.xls	BOQ

#### **2.2 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-Tender/e-Quotation is to be downloaded digitally signed and uploaded during e-bid submission in **Agreement\_2911** folder.
- iii. **'Forms' folder :a)** Applications for e-Tender/e-Quotation: vide self declaration format in specimen **Form-1** , Self declaration on antecedents and performance of the bidder in specimen **Form-4** and Criteria for allotted Driver of the bidder in specimen **Form-5**.  
*[All above are to be filled up completely, digitally signed and uploaded during bid submission in **"Forms"** folder.]*

Following documents are also to be provided in “Forms” folder]

**2.2A.NOTE:**

- i. Contractors/bidders/suppliers 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-Tender/e-Quotation within the bidding period and upload the same, digitally signed by him/her along with their e- bid. Tenders/quotation submitted without Addendum/Corrigendum are liable to be treated as incomplete and thereby liable for disqualification or rejection.
- iii. Form 1, Form 4 (for companies etc.) and Form 5 are taken from bidders by TIA as bidders self declarations’ or undertakings. These formats are specimens or samples only, which are to be firstly downloaded by the bidders from the NIT/NIQ in e-Procurement portal, filled up completely and again uploaded with their electronic bids.

**2.2 B. My Document [ OID\* Cover] containing:**

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

**My Document Format for uploading in the OID folder:-**

Sl. No.	Category	Sub-category	Sub-category description	Remarks if any
1	Certificates	1. certificates.pdf	1 Latest Professional Tax Payment Certificate (PTPC) or, PT deposit challan for current financial year and Income Tax Return Certificate 2 Valid PAN Card, Trade License in the name of bidder/organisation 3 Driver name with copy of driving license <ul style="list-style-type: none"> <li>a. Vehicle Registration Certificate</li> <li>b. Road Tax Clearance Certificate</li> <li>c. Fitness Certificate of Vehicle</li> <li>d. Commercial Registration of Vehicle</li> <li>e. Carriage Permit &amp; Insurance Certificate</li> <li>f. PUC Certificate of Vehicle</li> </ul>	

\* 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 tender evaluation stage from bidders before publishing of final selection of L1 by publication of FBE sheet verification by TEC may be undertaken directly from PQ Credential issuing authority.
- ii. Validity of documents submitted by bidder shall be stand determined on the date of publication of tender/quotation notice (e-Notice Inviting Tender/e- Notice Inviting Quotation)

**3. Tender Fee and Earnest Money Deposit (EMD)**

**i. Tender Fees:**

Entire set of e-Tender/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 tender/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 Tender 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 misjudgement and resultant non submission of EMD will lead to summarily rejection of the bid/tender/quotation. **The quantum of Earnest Money Deposit Rs 3000/- (Rupees Three Thousand Only).**

### **3A. Login by bidder:**

- a. A bidder desirous of taking part in e-tender/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 tender/quotation to bid and initiate payment of pre-defined EMD fixed for that tender/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.

### **3B. 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 tendering 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-tendere/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-tender/e-quotation is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

### **3C. 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 tender 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 Tender 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 tender 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-tender/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 Tender Inviting Authority.
- vii. TIA reserves the right to forfeit the EMD electronically in case of breach/violation of tender rules.

#### 4. DEFINITION OF TERMS:-

- i. **Bidder:** A person/Contractor/Agency/Company/Society/Corporation/supplier 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. 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. **Department:** Irrigation & Waterways Department, Government of West Bengal
- vi. **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.
- vii. **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.
- viii. **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.
- ix. **Procuring Entity/Authority:** The officer authorised by the Irrigation & Waterways Department, Government of West Bengal for procurement.

#### 5. Conditional and incomplete tender/quotation

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

#### 6. Opening & evaluation of tender/quotation

##### 6.1 Opening of a Technical Proposal

All works above tender value of Rs 1.00 lakh for which e-tendering/e-quotationing is mandatory shall be awarded through open tenders without reservation for any particular class of contractors/bidders. Notices for open off-line tenders for each tender value below Rs 1.00 lakh shall include such clauses as is notified by the Department from time to time.

For e-tenders/e-quotations bids are to be invited in two parts under a two-bid electronic system.

- i. Technical proposal will be opened by the Tender Inviting Authority or his/her authorised representative/s

electronically in the official website using their authorised valid Digital Signature Certificate/s (DSC).

- ii. Intending contractors/bidders may remain present if they so desire.
- iii. Technical cover documents (vide Clause 2.2.A) will be opened /decrypted first and if found in order, Cover (Folder) for OID (vide Clause 2.2.B) will be opened/ decrypted. If there is any material deficiency in either of the Technical cover documents, the e-bid is liable to be disqualified & rejected.
- iv. Decrypted (transformed into readable format) documents of the Pre-Qual Technical cover and the OID (Other Important Document) Cover will be decrypted/downloaded by the TIA and handed over to the Technical Bid Evaluation Committee (TEC).

## **6.2 Process of Technical Evaluation in a tender/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 Tender Evaluation Committee (TEC) would be communicated in writing to that bidder within next two (2) working days. If the bidder is not satisfied with the clarification of the TEC, he/she may appeal to the concerned Chief Engineer within 24 hours of receipt of communication from the TEC. The concerned Chief Engineer will dispose such complaints jointly, in associated with at least another available Chief Engineer within next 2 working days. Thereafter final Technical Evaluation Sheet (TBE) of the technically qualified bidders would be uploaded, after incorporating modifications if required. The TIA shall while uploading the final TBE summary sheet accept or reject electronically the admitted bids based on the advice of TEC as per TBE summary sheet. Thus at this stage the rejected bidders will get back their EMD. e-mail communication in official e-mail address of TIA or TAA shall be treated as a valid mode of communication. The minimum time period from date of TBO summary sheet uploading and TBE summary sheet uploading shall be 4 working days or more.

Power is delegated to TEC 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 tender 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 Tender Accepting Authority prior to the issuance of LOA.

## **6.3 Uploading the list of technically qualified contractors/bidders/suppliers**

- i. Pursuant to decision arrived after a Technical Bid Evaluation and review, the final list of eligible contractors/bidders having successfully qualified in the Technical Evaluation stage for a particular serial of work whose financial proposal will be thus considered, is uploaded on the web portal/s.
- ii. While evaluating, the TEC may, if they so desire, summon the contractors/bidders and seek further clarification/information or seek verifications of original hard copy of any of/all the documents already submitted on-line, and if these cannot be produced within stipulated timeframe, their bids will be liable for rejection.

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

- i. Financial proposals of the bidders/contractors declared technically qualified by the Bid/Tender Evaluation Committee (TEC) will be opened electronically by the Tender 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 Tender Accepting Authority (TAA) 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 any scope for lowering down of rate in the opinion of the Tender Accepting Authority being abnormally high, i. e above 10% of the amount put to tender (Tender value), the e-NIT shall be cancelled and invited afresh 2<sup>nd</sup> or 3<sup>rd</sup> re-tender. **No post tender negotiations are permitted.**
- vi. If there is any scope for lowering down of rate in the opinion of the Tender Accepting Authority being abnormally high above 10% of the amount put to tender i.e Tender value, the e-NIT shall be cancelled and invited afresh. No post tender negotiation is permitted.
- vii. If there is no contractor/bidder/supplier or the number of contractors / bidders in the 1<sup>st</sup> tender/quotation is less than three/four, the e-tender/e-quotation has to be cancelled. In case of participation of more than three/four bidders, if the number of technically qualified bidder falls below three/four, the tender/e-NIQ (irrespective to the case of tender/NIQ) is to be cancelled as well and fresh e-tender/e-NIQ vis-a-vis 2nd call e-Tender/e-NIQ or even 3rd call e Tender/e-NIQ may be invited by suitably lowering of minimum eligibility PQ criteria (work & financial) for bidders with wide publicity of re-tender/re-quotation notices through electronic and print media.
- viii. Final result after acceptance of the rate by the Tender 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.
- ix. The Tender Accepting Authority may ask the L1 bidder/contractor/supplier to submit analysis of rates to justify the rate quoted by that bidder after declaration of financial bid evaluation result.
- x. If the lowest (L1) bidder/contractor backs out there should be Re-tendering/re-quotationing in a transparent manner. In such a situation the TIA may call for re-tender 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.

## 6.5 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.

## 6.6 Procedure to be followed for final acceptance of tender & Award of Contract

- i. The lowest (L1) financial bid for all works tenders/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. Maximum 5% excess beyond the 'Tender Value' (Amount put to Tender) may be accepted as per delegated power to the Executive Engineer up to Rs 100.00 Lakh, and at least three valid bids have been received in the financial bid stage, provided tender value after abatement is within the administratively approved cost. Maximum 5% excess beyond the 'Tender Value' (Amount put to Tender) may be accepted above tenders of value below Rs 3.00 lakh upto 5% above amount put to tender and also 5% excess over administratively approved amount, proposal for revised administrative approval/Expenditure sanction would have to be submitted to the Government, but acceptance of tender and issue of work order may not be kept pending for want of revised approval.
- iii. Above 5% and up to 10% of the Tender Value can be recommended to the Government for acceptance by the Departmental Tender Committee (DTC) subject to the conditions that valid technically qualified bids should not be less than three and L1 bid is accepted and tendered amount is within the administratively approved cost. In case of excess over administratively approved amount, revised administrative approval would have to submitted to the Government but acceptance of tender, and issue of work order may not be kept pending for want of Revised Administrative Approval/ Revised Financial sanction.
- iv. If the response to an e-Tender/e-quotation is less than three/four, then Tender/quotation should be invited afresh. Such Re-Tender/quotation notice shall be published in widely circulated dailies as per guidelines and also through e-Tender web portals. Prior to invitation of Re-Tender / fresh e-Tender // re-quotation/fresh e-quotation, the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting e-Tender' /e-quotation (e-



NIQ) shall have to be reviewed/relaxed by the Tender 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.

- v. If the number of valid bids received even in re-tender/re-quotation is less than three/four, it should be referred by the TIA to the DTC and even the appropriate Government along with the recommendation of the DTC for decision, in accordance with Finance Department Memorandum and other relevant orders in vogue at the time of publication of the e-tender/e-quotation.
- vi. For acceptance of L1 bid after 2<sup>nd</sup> / 3<sup>rd</sup> re-tenders is still above 10% of the Tender Value (Amount put to tender), upon specific recommendation of the DTC as mentioned at clause 13.4, with that of the Department shall have to be sent to the Finance Department for decision.
- vii. All above tender rules applies for all types of works and procurements i.e Plan, Non Plan, deposit works tenders.

## 7. General guidelines for acceptance of e-Quotation

Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 6.4.

## 8. Signing of formal tender contract/agreement after acceptance of e-tender/e-quotation

The contractor/bidder/supplier, 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/triplicate 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, Berhampore Irrigation Division in-charge of the work tendered/quotationed for.

If the selected L1 bidder fails to turn up even after 30 days after the initial 15 days from the date of uploading of the AOC in the e-Procurement portal or the despatch date of official communication for signing of the Contract/Agreement, the selected bidder is liable for penal actions which shall comprise blacklisting, debarring from future participation in Government tenders/quotation, immediate forfeiture of the Earnest Money deposited in the tender/for the e-NIQ, other penal actions as stipulated under the Departmental Notification and also contained in contract W.B Form No. 2911(i)/ 2911(ii)/ Agreement.

## 9. Payment against bills raised by the contractor

Periodic Tax invoice/bills containing bidders GSTIN & other details needs to be submitted by the supplier/contractor/Agency/bidder to the DDO for raising claims for receiving payments of work executed under this contract /upon achieving physical Milestones clearly showing separately the Tax charged in accordance with the provisions of the GST Act, 2017.

The payment of bill will be made according to availability of fund and no claim due to delay in payment will be entertained. Bill for each month should be prepared & submitted accordingly for which payment will be made according to fund and no claim due to delay in payment will be entertained.

- 10. No cost escalation in any form is included in the Tender Contract Agreement.

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

## 12. Withdrawal of bid in a Tender / Quotation

Withdrawal of e-Tender/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. **EMD will be forfeited by the Government and the L1 bidder/contractor penalised in terms referred earlier would be applicable.**

### 13. Critical dates of this e-Tender/ e-Quotation

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	01/09/2024 at 17.00 Hrs	To be made available with the e-NIT in the website
2.	Document Download start date	01/09/2024 from 17.30 Hrs	
3.	Bid submission start date	01/09/2024 from 17.30 Hrs	
4.	Document Download end date	23/10/2024 up to 17.30 Hrs	
5.	Bid submission end date	23/10/2024 up to 17.30 Hrs	
6.	Technical Bid opening date with preliminary result (TBO Sheet)	25/10/2024 after 14.00 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-	

TIA: e-Tender/e-Quotation Inviting Authority (Assistant Engineer/Executive Engineer)

TAA: e-Tender/e-Quotation Accepting Authority (Executive Engineer/Superintending Engineer)

### Other Terms & Conditions

1. The vehicle must be in good working condition. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending bidders pertaining to uploading of required documents as mentioned earlier in Sl. No.2.2B of "My Document [OID\* Cover] containing" section.
2. The vehicle will be hired on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. Rates, to be quoted, should not exceed the rates mentioned in the existing G.O. of transport department, Govt. of West Bengal. The cost of hire charge will be paid monthly on production of bill by the supplier. Deduction of Sales tax, income tax, cess etc. shall be made as per rule.
3. The cost of maintenance and repair of the vehicles is to be borne by the supplier. The cost of any urgent repair of the vehicle done by the department at outstation during on duty inspection works will be recovered from supplier's bill.
4. The department will not normally supply any diesel and Mobil. All fuel/oil, lubricant used for running the vehicle is to be borne by the supplier of the vehicle. In that case he will be paid the cost of fuel (Diesel) at consumption rate as mentioned below, the quality rounded to nearest full litre. Consumption of diesel will be allowed by the department as per actual consumption basis subject of the condition that the minimum run per litre of fuel will be as per limit prescribed below.
5. The car should be Mass Emission standard of as at least Bharat Stage – IV purchased on or after 01.05.2016 with Diesel Engine having valid contract carriage permit.
6. The vehicle owner will have to arranged 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/ 10 KM. b) Mobil consumption – 1 litre/ 500 KM. Cost of brake fluid, gear oil, grease, distilled water etc will not be paid from the office authority.
7. The Cost of pay and allowances of the driver of the vehicles should be borne by the owner of the vehicle.
8. Responsibility of guarding of the vehicles from any loss, theft, etc. will rest upon the supplier. The Department will also

not hold responsibility for any damage caused to the car due to any accident or for any court case of compensation arising out of the vehicle and its driver or for any taxes/ or charges that may be levied by the State/Central govt.

9. The service of the vehicle may be terminated in case of unsatisfactory service, or if the condition of the vehicle is found not satisfactory and for failure on the part of the supplier to fulfil any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3(three) days notice without any financial implication.
10. The car owner will arrange the garage at his own cost and the same should not be located beyond 3 KM from the office of the concerned officer. If garage is situated beyond 3 KM of the head quarters, the cost of fuel for extra journey in this shall have to be borne by the owner of the vehicle.
11. The vehicle must be 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.
12. Normally the driver along with vehicle will report for duty at any time on specific date and place as will be instructed beforehand by the officer on duty. Approved driver should not be changed except for urgent reasons.
13. The vehicle will be hired on daily higher on daily higher charges basis. The normal duty hours is 10 hours a day. In unavoidable circumstances if the duty period exceeds 10 hours an additional charges of Rs. 20.00 (Rupees Twenty) only per hour of part thereof will be paid.
14. If in case of any accident or breakdown, the vehicle fails to report for duty then a message has to be sent by the supplier forthwith and an alternative vehicle in replacement shall have to be arranged by the supplier for reporting to duty place.
15. The supplier of the vehicle should supply 2(two) machine numbered log books (printed) for recording journeys.
16. Normally the vehicle would be used on working days but in emergency, the vehicle will have be placed on Saturdays / Sundays and holidays and no extra claim over hire charges is admissible on this account.
17. 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.
18. Servicing of the vehicle should be done by supplier at his own cost with prior intimation so that duty may be adjusted.
19. The supplier must quote telephone number for communication of message of the garage attending calls.
20. The supplier should quote rate on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier.
21. In case of violation of the above terms and condition the quotation will be liable to be rejected.
22. If the supplier wants to terminate the contact he has to give prior one month notice.
23. Day- to- Day Logbook will have to maintained and signed by the Driver and to be submitted to the concerned officer of 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.
24. 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.
25. Late attendance for more than 3 (Three) occasion in a month may be treated as disqualification and may lead to

termination of contract.

26. The contract agreement may required to be extended in exigency, if both the parties agree to do so at the existing terms and conditions of contract.
27. The contract will remain valid for 1 (One) year initially, which may be extended on the basis of the agreeability between the both parties. However the contract may stand terminated on production of 1 (one) month notice from either of the two parties.

(Digital Signature verified)

**Sd/-**

**Executive Engineer  
Nadia Irrigation Division  
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-TENDER/ e-Quotation

To,  
The Executive Engineer  
..... Division, I&W Directorate

e- Quotation No:- .....

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

Dear Sir,

Having examined the Technical PQ cover, OID cover, Corrigendum (\*optional) & entire e-NIT/e NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the work as per the tenders rules in e-NIT/e-NIQ, terms & conditions, specifications, drawings, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911(i)/(ii) involving the e-Tender/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-NIT/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 -4

### **Declaration on antecedents and performance**

( To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self declaration of the bidder)

Ref:- e-NIT/e-NIQ No. ....,

e-Tender/e-Quotation ID No.....

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 - NIT/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 Tender (NIT).

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 \_\_\_\_\_ 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: \_\_\_\_\_

(DIGITAL SIGNATURE OF BIDDER)

## FORM –5

### Criteria for allotted Driver

The Contractor will appoint at his own cost a qualified, bonafide and well experienced, driver having appropriate valid licence from competent authority to drive the vehicle.

To ensure such appointment the contractor will submit the following inform in writing to the employer;

- i) Name of Driver :
- ii) Present Address :
- iii) Permanent Address :
- iv) Educational Qualification :
- v) Ref. to Licence :
- vi) Age on date :
- vii) General health condition :

In case the regular driver remain absence from duties for any reasons, the point should forthwith be reported to the employer and/or his authorised official by the contractor who simultaneously will appoint appropriately another driver having same qualification as the regular one.

The Driver should possess all possible quality of a gentleman with active and energetic habit and good moral. The driver will also be liable to see that the duty performed by him is only the authorised Govt. duty under instruction of employer and/or his authorised official. He will also look into the matter of regular maintenance of log-book as per instruction of the employer and/or his authorised official. The employer and/or his authorised official will by no means be responsible for any misconduct and/or cognizable offence committed by the driver at any level and/or hours, for reasons what so ever. Moreover, the employer and/or his authorised official will by no means be responsible for any loss sustained by the contractor in improper handling/running/maintaining the vehicle by the driver and/or by its misuse and/or misuse of fuel and lubricants issued for the vehicle.

The driver will be the active representative of the contractor and thus be liable to abide by all instructions of the employer and/or his authorised official during duty hours. The employer shall have the power to advise the contractor by giving a notice in writing to him to replace the driver in the event of any misconduct and/or a kind of in efficiency/incapability in performing the duty effectively is found on the part of the driver and it will be obligatory to the contractor to appoint another driver immediately, failing which the employer shall have the power to rescind the contract forthwith by giving another notice in writing to the contractor and to forfeit the performance Security deposit in full and to take it absolutely at the disposal of the government (the decision of the employer in such even will be final and conclusive).

(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, Nadia Zilla Parishad, Krishnagar, Nadia.
- 4) District Magistrate, Nadia, Krishnagar, Nadia.
- 5) Executive Engineer, Berhampore Irrigation Division, Berhampore, Murshidabad
- 6) Executive Engineer, Ganga Anti Erosion Division No. – I, Raghunathganj, Murshidabad
- 7) Executive Engineer, Ganga Anti Erosion Division No II, Berhampore, Murshidabad.
- 8) Executive Engineer, DVC Study Cell, Jalsampad Bhawan, Salt Lake City, Kolkata -91 with request to publish the notice on Departmental website.
- 9) Sub-Divisional Officer, DISD / RISD / KISD.
- 10) Notice Board / Estimating Branch / Accounts Section of Nadia Irrigation Division.

Sd/-  
**Executive Engineer**  
**Nadia Irrigation Division**  
**Irrigation & Waterways Directorate**