



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 1st Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091

No. 02 -W/2019-20

Dated, Kolkata, 23rd September, 2019

MEMORANDUM

In partial modification to this Department Memorandum No. 39-W/2016-17 dated 10th March, 2017 the Government appointed Departmental Tender Committees (DTC) in the Irrigation & Waterways Department is hereby re-constituted re-defining the terms of reference, delegated powers and scope of functioning in terms of the guidelines of the Finance Department as detailed below:

A. Re-constitution of a Government Appointed Departmental Tender Committee (DTC) in the Irrigation & Waterways Department:

The two existing Departmental Tender Committees, one for North Bengal and other for South Bengal districts are hereby re-constituted in the following manner:

(a) **DTC for North Bengal** (For works within the districts of Jalpaiguri, Alipurduar, Coochbehar, Kalinpong and Uttar Dinajpur for TBP only excluding item rate/EPC contracts.

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| 1. Chief Engineer, Teesta Barrage Project | ... | Member |
| 2. Chief Engineer, North East | ... | Member |
| 3. Chief Engineer (Mechanical & Electrical) | ... | Member |
| 4. Superintending Engineer concerned with the tender (Civil or M&E) as applicable | ... | Member-Convenor |
| 5. Executive Engineer concerned with the work (Civil or M&E) | ... | Member |

(b) **DTC for South Bengal** (remaining districts of the State, other than mentioned at ‘(a)’ above and excluding item rate/EPC contracts.

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|--|-----|------------------|
| 1. Chief Engineer (South) | ... | Member |
| 2. Chief Engineer (North) | ... | Member |
| 3. Chief Engineer (Design & Research) | ... | Member |
| 4. Chief Engineer (South West) | ... | Member |
| 5. Chief Engineer (West) | ... | Member |
| 6. Chief Engineer, WBMIFMP | ... | Member |
| 7. Chief Engineer, Mechanical & Electrical | ... | Member |
| 8. Superintending Engineer concerned with the tender (Civil or M&E) as applicable | ... | Member- Convenor |
| 9. Executive Engineer concerned with the work (Civil or M&E) as applicable | ... | Member |

B. Terms of References (ToR) of the DTC:

1. The quorum of a meeting of the DTC for North Bengal shall be attained if at least two of the Chief Engineers, the Superintending Engineer and the Executive Engineer concerned with the tender, remains present.
2. The quorum of a meeting of DTC for South Bengal shall be attained if at least four of the Chief Engineers, concerned Superintending Engineer and the Executive Engineer remain present. Presence of the Chief Engineer (Mechanical & Electrical) is a must for tenders under any of the offices under his control.
3. The senior most Chief Engineer shall act as the Chairman of a meeting of DTC.
4. The DTC shall provide its specific recommendations regarding acceptance of tender as per guidelines of the Finance Department.

C. Power delegated to the DTC:

1. Government appointed Departmental Tender Committee (DTC), will normally recommend and approve acceptance of L1 bid in a tender by the concerned Chief Engineer out of a minimum of three valid tenders up to 5% above the Tender value (amount put to tender) for works having tender value in excess of Rs. 4.00 crore provided the administratively approved cost for capital works and sanctioned cost for maintenance works is not exceeded.
2. Recommend acceptance of tenders out of minimum three valid bids at L1 quoted rates higher than the Departmental tender BOQ for all tenders of value above Rs. 2 crore.

3. Lowest quoted bids above 5% but up to 10% of the Tender Value (Departmental BOQ) may be accepted on justified grounds by the DTC only for peculiar situations and special circumstances, provided budgetary provision and administratively approved cost for capital works and technically sanctioned cost for maintenance works is not exceeded because of such excesses and the lowest tender out of three valid tenders is accepted. Reasons for doing so shall be kept on record.
4. Recommend acceptance of the lowest bid or single bid received in 2nd or subsequent call of a tender to the Tender Accepting Authority / Government in the Irrigation & Waterways Department if the no. of valid bids received is less than three.

D. Scope of functioning of the Government appointed Departmental Tender Committees (DTC):

The Departmental Tender Committee shall be responsible for evaluation and recommendation of tender related works including but not limited to the following:

- i. Scrutinize all the tender related documents to ascertain whether all the basic principles of public procurement have been followed;
- ii. Ensure that the necessary formalities as per guidelines issued by Finance Department from time to time have duly been observed by the Tender Inviting Authority;
- iii. Check the technical criteria including the necessary credentials in order to ensure that the technical criteria were not too restrictive and not fixed at a higher level than required for the project;
- iv. In case of Non-Schedule Items, the market rate of similar items or substitute items may also be compared. And after evaluation, if it is revealed that the discovered rate is unreasonably higher than the prevalent market rate / estimated cost then the committee shall take a view on the reasonableness of the discovered rate; and
- v. Place the matter for approval of the appropriate authority in the Department after doing due diligence on the tender.

Prior to acceptance of tenders:

- vi. Whether there was sufficient publicity given to the tender in adequate no. of newspapers having appropriate territorial coverage and readership, Departmental Website (if any) and e-Tender Portal;
- vii. Whether the EMD was received online through the e-tender portal;
- viii. Whether the minimum mandatory period for submission of bids as per Financial Rules was available to bidders from the date of publication in newspapers, Departmental Website (If any) and e-Tender Portal;

- ix. Whether the Tender Inviting Authority (TIA) has provided sufficient reasons justifying and recommending acceptance of the selected bid and finds the quoted rate reasonable;
 - x. Whether the technical criteria were reviewed and revised by the TIA, if necessary, before 2nd or subsequent calls of the tender;
 - xi. Whether the eligibility criteria like minimum average annual turnover, net worth, packages tendered, credentials, etc. did not restrict fair competition among the prospective bidders;
 - xii. Whether in case of Non-Schedule Item(s) market rates have been suitably assessed by the TIA to ascertain reasonability of quoted rate(s);
 - xiii. Any other aspects and factors as required and deemed fit.
4. This order will have immediate effect and moreover tenders which have not yet been accepted formally also would come in the purview of this order.

The Departmental Code would be amended accordingly is due course.

Sd/-
(G.K Chattopadhyay)
Secretary

Memo No. 243 /1(3) –IB
IW/O/IB-Misc-52/2019-20

Dated, 23rd September, 2019

Copy forwarded for information to:

1. O.S.D to Hon'ble Minister-in-Charge
Irrigation & Waterways Department
2. P.A to the Additional Chief Secretary
Irrigation & Waterways Department
3. The Financial Advisor
Irrigation & Waterways Department
& Ex-officio Special Secretary
Finance Department

Sd/-
(A. Ghosh)
Deputy Secretary to the
Government of West Bengal

Memo No. 243 /2(4) –IB

Dated, 23rd September, 2019

Copy forwarded for information to:

1. The Principal Accountant General (A&E), West Bengal
Treasury Buildings, 2, Government Place (West)
Kolkata 700 001

2. The Principal Accountant General (Audit), West Bengal
Treasury Buildings, 2, Government Place (West)
Kolkata 700 001
3. The Accountant General, West Bengal
Economics & Revenue Sector Audit
5th Floor, MSO Building, CGO Complex
Block DF, Sector-I, Bidhannagar, Kolkata 700 064
4. The Secretary
Finance Department
Government of West Bengal
NABANNA
325, Sarat Chatterjee Road
Howrah 711 102

Sd/-
(A. Ghosh)
Deputy Secretary to the
Government of West Bengal

Memo No. 243 /3(9) –IB

Dated, 23rd September, 2019

Copy forwarded for information and necessary action to:

1. The Chief Engineer (South)
Irrigation & Waterways Directorate
2. The Chief Engineer (West)
Irrigation & Waterways Directorate
P.O Sadhanpur (Near Polytechnic)
District Burdwan
Pin 713 101
3. The Chief Engineer (South West)
Irrigation & Waterways Directorate
Khusjungle, P.O Abas, District Paschim Medinipur
Pin 721 102
4. The Chief Engineer (North)
Irrigation & Waterways Directorate
Green Park
P.O Mokdumpur, District Malda
PIN 732 101
5. The Chief Engineer (Design & Research)
Irrigation & Waterways Directorate
6. The Chief Engineer (North East)
Irrigation & Waterways Directorate
Club Road, P.O & District Jalpaiguri
Pin 735 101

7. The Chief Engineer
West Bengal Minor Irrigation & Flood Management Project
Irrigation & Waterways Directorate
8. The Chief Engineer (Mechanical & Electrical)
Irrigation & Waterways Directorate
9. The Chief Engineer, Teesta Barrage Project
Irrigation & Waterways Directorate
Teesta Sech Bhavan
2nd Mile, Sevoke Road
Siliguri, District Darjeeling
Pin 734 001

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(A. Ghosh)
Deputy Secretary to the
Government of West Bengal

Memo No. 243 /4(41) –IB

Dated, 23rd September, 2019


Copy forwarded for information and necessary action to:

- 1-40. Superintending Engineer

Irrigation & Waterways Directorate

- ✓ 41. Shri S. Saha
OSD & E.O Deputy Secretary
Irrigation & Waterways Department

He is requested to upload the instant order in the Notification link of the Departmental website www.wbiwd.gov.in under heading “**Re-constitution of the Government Appointed Departmental Tender Committees in the Irrigation & Waterways Department**”.


(A. Ghosh) 23.9.2019
Deputy Secretary to the
Government of West Bengal