



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
INVESTIGATION & PLANNING DIVISION (SOUTH)
3RD Floor, Jalsampad Bhavan, Salt Lake, Kolkata-91, Ph : 033 23341492

NOTICE INVITING e-QUOTATION

e-N.I.Q No - WBIW/EE/IPDS/e-NIQ-01/2016-17

Memo No: 799/10-15

Dated: 09.09.2016

Separate quotations are being invited by the **Executive Engineer – I, Investigation & Planning Division (South), Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal through electronic tender (e-quotation) for the work mentioned in the list given in next page from eligible and resourceful contractors/bidders having desired credential and financial capability for execution of works of similar nature.

Intending contractors/bidders desirous of participating in the e-quotation are to login to the website www.wbiwd.gov.in (the official website of Irrigation & Waterways Department) and click the “e-procurement” link provided therein. They may also visit the Government of West Bengal designated website of URL <https://wbttenders.gov.in> for the same e-tender. The e-quotation can be searched by typing WBIW/EE in the search engine provided in the website/s, by logging-in the designated link of concerned Executive Engineer.

Contractors/bidders willing to take part in the process of e-quotation are required to obtain 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, Safescript, e-Mudhra Consumer Services Ltd, TCS, MTNL, IDRBT) or as notified by the CA /Finance Department 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 website/s. A list of such licensed CAs’ is also available in the CCA website cca.gov.in. The prospective contractors / bidders may contact the e-tendering State Level Help desk located at 7th Floor, Jalsampad Bhavan, Bidhannagar, Sector II, Kolkata through e-mail ID: irrigationhelpdesk@gmail.com or ID: dvcsc6816@gmail.com and Telephone No. 033-23346098 on any working day, between 10AM – 5PM for any query on e-tendering, obtaining DSC, training on e-tendering usage, free of cost.

Intending contractors/bidders are required to download the e-quotation documents directly from the website/s stated above. e-quotation is required to be submitted on-line with the help of the e-Tokens provided. **This is the only mode for submission of tender documents.** The interested bidders eligible for the tender 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 submission procedure have been explained in the ‘Bidders Manual’ for participating in e-tenders of the State Government, which is available in the Departmental website www.wbiwd.gov.in.

Last date & time of submission of e-bids online is on 26.09.2016 till 10:00 hours.

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

All information posted in the website consisting of e-NIQ and related documents, Bill of Quantities (BOQ), EMD exemption order if any of competent authority, corrigenda etc. if any, shall form a part of the e-quotation document.

LIST OF WORKS

e-NIQ No : WBIW/EE/IPDS/e-NIQ-01/2016-17

Sl. No.	Name of Work/Scheme/Project	Earnest Money Deposit (₹)	Time period of AMC	Source of fund	Minimum eligibility of the contractor/bidder for participating in the e-tender
1	2	3	4	5	6
1	Annual Maintenance Contract for desktops and other IT peripherals installed at different offices of the I&W Department & I&W Directorate at Jalsampad Bhavan, Salt Lake Kolkata - 91	30000	2 yrs	Non Plan	Bona fide agencies /contractors / bidders having credential of execution of AMC of at least 75 no of Desktops and other IT peripherals at an office establishment in any Government / Government undertaking / Public sector undertaking within the last 5 years from the date of publishing of e-NIQ

Executive Engineer-I
Investigation & Planning Division (South)
Irrigation & Waterways Directorate

(General Terms & Conditions)

1. Eligibility for participation

Bona fide contractors/bidders, West Bengal Registered Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors/bidders of equivalent grade or Class registered with the Union Government / Military Engineering Services / Indian Railways for execution of IT AMC works are eligible to participate depending on the criteria as laid down in the subsequent para/clause. **Joint Venture Firms are not eligible to participate in the quotation.**

Note: *In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each of the constituent must have at least some work credential. Individual constituents of a Consortium cannot form another Consortium.*

2. Submission of Tenders

2.1 General procedure for submission of e-tenders

Bids are to be submitted on-line through either of the website/s stated earlier. Contractors/bidders are required to upload the entire set of e-quotation documents along with other related documents as asked for in the e-NIQ circulated through the above website/s within the stipulated due/end date and time.

For e-quotation bids are to be submitted in two folders at a time, one being 'Technical Proposal' and the other 'Financial Proposal'. The contractor/bidder shall carefully go through all the documents of the e-quotation and prepare to upload the scanned documents in Portable Document Format (PDF) files in the designated link in the web portal as their Technical Bid. He/she needs to fill up the rates of items in the BOQ downloaded for the work in the designated cell of Excel sheet and upload the same in the designated link in the portal as their Financial Bid. Documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Contractors/bidders should especially take note of all the addenda and corrigenda related to the e-quotation and upload all these documents also as a part of their tender document. Documents uploaded by the bidders with all information & rates comprising Technical bid and Financial bid cannot be changed after last/end date for submission of e-quotation.

2.2 Technical Proposal

Technical Proposal should contain scanned copies of documents and/or declarations in the following standardised format in two covers (folders).

A. Technical cover containing:-

- i. Application for e-quotation (vide Form-1) (to be submitted in "**Forms**" folder)
- ii. WB Form No. 2911(ii) (to be submitted in "**2911**" folder)
- iii. Notice Inviting e-quotation (e-NIQ) (to be submitted in "**NIQ**" folder)
- iv. Credential Certificate (to be submitted in "**Forms**" folder)
- v. Declaration of not having common interest in the same serial (vide Form-4 to be submitted in "**Forms**" folder)
- vi. Addenda/Corrigenda: If published; (to be submitted in the '**NIQ**' folder merged with e-NIT already uploaded as pdf file)

NOTES: i. Contractors/bidders are to keep track in the website for all the Addenda and Corrigenda published for a particular e-tender and upload all the above digitally signed by him/her along with his / her tender. Quotations submitted without Addendum/Corrigendum are liable to be treated as informal and thereby rejected.

- ii. Quotation will be summarily rejected if any of the aforesaid items are found missing in their on-line bid submitted.

B. My Document / OID* Cover containing:

My Document Format for uploading in the OID folder:-

Sl. No.	Folder name	File description	Details	Remarks if any
A	Certificates	certificates.pdf 1 certificates.pdf 2 certificates.pdf 3 certificates.pdf 4	1. Professional Tax Payment Certificate (PTPC) 2. PAN Card 3. Value Added Tax (VAT) Registration Certificate in West Bengal (TIN)/CST Registration for outside State 4. Latest I.T Return Receipt	
B	Company Details	companydetails.pdf 1 companydetails.pdf 2	1. Proprietorship Firms (Trade Licence) 2. Partnership Firms (Partnership Deed, Trade-Licence, Form-VIII or Memorandum of Registration) 3. Limited Companies (Incorporation Certificate, Trade-Licence, Memorandum of Articles) 4. Registered Co-operative Societies (Society Registration Certificate, Trade Licence and By-laws, Documents showing latest office-bearers) 5. Consortiums (Form-VIII) or Memorandum and Undertaking.	
C	Credential of works	Credential pdf 1 Credential pdf 2 Credential pdf 3	1. BOQ duly authenticated by issuing authority and work order. 2. 100% completion certificate for completed work, or 3. Gross bill of 100% completed work including excess and supplementary items not covered in original BOQ.	
D	Financial credential	Payment certificate .pdf	Payment certificate of 100% completed work issued by competent authority or any other related financial information	

* OID denotes Other Important Documents.

C. i. Certificate/s: (name of the file should be "certificates.pdf**") comprising the following:**

- Professional Tax Payment Certificate (PTPC) valid for the current financial year/latest applicable as per rules and PAN Card. Application for PAN addressed to the competent authority may also be considered.
- Value Added Tax (VAT)/CST registration certificate.
- Latest Income Tax Return receipt.

ii. Company Details (name of file should be "companydetails.pdf**") comprising the following:**

A. Details for Consortiums formed out of Proprietorship Firms &/ Partnership Firms

Deed of Consortiums formed with Partnership Firms etc, and documents for their registration in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata 700001.

In case a contractor/bidder is yet to receive Form No. VIII, a "Memorandum" issued from the above office may also be accepted. However, consortiums submitting the Memorandum are also required to submit an undertaking in plain paper along with their application in Forms 1 & 2 and upload its scanned copies in pdf pledging that "Copy of Form No. VIII would be submitted to the Tender Inviting Authority before receiving final payment, in case found to be the lowest bidder L1 and the work is awarded in its favour. Any change in the constituent of the Consortium/Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of

application in the e-tender and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted. If the Consortium is yet to receive a certified copy of the revised Form No. VIII, it would be required to submit the aforesaid undertaking on-line along with the application.

Note: An affidavit regarding authorized user of DSC for Consortium and a declaration regarding such authorization for Limited companies is required to be uploaded on-line along with the tender. Scanned copies in pdf of competent authority are to be submitted, if the power is delegated for signing of bid/s to persons other than the applicant contractor/bidder.

B. State Registered Co-operative Societies and Companies (name of file "companydetails.pdf")

- a. Society Registration certificate in the State from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and Bye-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011.
 - b. Trade Licence for Proprietorship Firms/Partnership Firms/Companies.
 - c. 'Memorandum of Articles' for Companies registered by the ROC under Indian Companies Act.
 - d. Any other documents showing names and signatures of latest elected office bearers/Directors/ Board Members.
- iii. **Credential:** Scanned pdf of work credential issued in favour of the contractor/bidder as detailed under clause 5 later. Bill of Quantities (BOQ) duly authenticated by the competent authority along with work order is to be submitted uploaded under 'OID' cover (name of file should be "**credential.pdf 1**").
- iv. **Others:** Any other document found necessary.

Note : Failure of submission of any of the above mentioned documents will render the e-tender liable to summarily rejection.

2.3 Financial proposal / bid under Financial cover:-

The financial bid should contain the following documents in one cover (folder).

Bill of Quantities (BOQ): The contractor/bidder is required to quote the rate of every item on-line in the space marked for quoting rate in the BOQ. **Rate to be quoted per unit per month** (only downloaded copy of the above document in Excel sheet is required to be uploaded by the contractor/bidder)

Notes:

- a. BOQ without a valid numeric rate at the designated space provided in the BOQ will be rejected outright..
- b. In cases where BOQ has been changed by the Tender Inviting Authority by way of addendum/corrigendum, contractors/bidders are required to upload the revised BOQ. If bids are submitted prior to the date of publication /uploading of addendum/corrigendum, the contractor/bidder is to resubmit the bids along with the revised BOQ. If the revised BOQ is not found subsequently during financial evaluation, the bid will be rejected.

3. Tender Fee and Earnest Money Deposit (EMD)

- i. **Tender Fees:** Entire set of e-Tender documents are made available free of cost through the State Government e-tender portal having URL <https://wbtenders.gov.in> and also the Departmental website www.wbiwd.gov.in.
- ii. **Earnest Money Deposit (EMD):**
Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay- order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government , w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT

A. Login by bidder:

- a. A bidder desirous of taking part in a e-quotation invited shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b. He/she will select the e-quotation to bid and initiate payment of pre-defined EMD for that e-quotation by selecting from either of the following payments modes:

~~Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;~~
~~RTGS/NEFT in case of off line payment through bank accounts in any Bank approved by RBI in India.~~

B. EMD payment procedure:

a. Payment by Net Banking (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 webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message 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 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 e-submission of his/her bid within pre-assigned last date of submission of e-quotation.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

Note: EMD payment 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 e-tender 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-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.

C. Refund/Settlement Process for EMD:

- i. After opening of his/her bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful

- which will be made available 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 on-line EMD 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 and L2 bidders will be refunded, through an automated 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. However, the L2 bidder should not be rejected till the LOI process is successful.
 - iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his/her bank account from which he/she had 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 Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.
 - v. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.
 - vi. All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.
 - vii. If the e-quotation is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.

4. Credential Certificate

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

Such CC is required to be further countersigned by the immediate superior authority of the issuing authority for all cases outside the State of West Bengal other than if executed direct Union Government Departments /Ministries. Also such certificates when issued in all other States other than those directly of State / Union Government Departments/Ministries and Indian Railways should contain a declaration that the work has been executed to the satisfaction of the concerned Government Organisation and has been declared 100% complete in all respect by the competent authority in the concerned Organisation.

5. Eligibility criteria

Bona fide agencies /contractors / bidders having credential of execution of AMC of at least 75 no of Desktops and other IT peripherals at an office establishment in any Government / Government undertaking / Public sector undertaking within the last 5 years from the date of publishing of e-NIT

6. Penalty for suppression / distortion of facts and withdrawal of L1 bidder before acceptance of LOI

If any contractor/bidder fails to produce all the original hard copies of the documents (especially Completion Certificates), or any other document on demand by the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the corresponding uploaded soft copies or if there is any suppression / distortion / falsification noticed/detected/pointed out at any stage of e-tender process prior to the issue of work order, the Tender Inviting Authority will immediately bring the matter to the notice of the Executive Engineer who upon recommending suitable punitive actions against the bidder will place the matter before the concerned Chief Engineer within 15 days of receipt of the complaint from the Tender Inviting Authority and the contractor/bidder may be suspended from participating in all future tenders on the e-Tender platform of I&WD as per approval of the Chief Engineer for a maximum period of 3 (Three) years. In addition, his/her EMD will stand forfeited by the Government. The concerned Chief Engineer then will issue the necessary suspension order in writing with intimation to the defaulting contractor/bidder, other Chief Engineers, Central e-Tendering Cell and also the Department. Copy of such suspension order should invariably be communicated to the Nodal Officer, e-Governance Cell of the Department with a request to upload the order in the Departmental website. Besides, the Irrigation & Waterways Department may also take appropriate legal actions including blacklisting of the defaulting contractor/bidder and debarring him/her from participating in any State Govt. tender for a period up to three years. For e-tenders where such suppression / distortion / falsification is detected at an advanced stage of e-tender processing, the concerned Chief Engineer will be the deciding authority as to what further necessary actions are to be taken regarding the fate of the e-tender.

7. Taxes & duties to be borne by the bidder

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges. Only Service tax, as applicable, if eligible, would be reimbursed as per rules on production of necessary documents.

8. Site inspection prior to submission of tender

Before submitting a e-tender, the intending contractor/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 likely factors and difficulties to be involved in execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. The contractor/bidder may also contact the office of the Executive Engineer Investigation & Planning Division (South) in between 11.30 hours to 16.30 hours on any working day, prior to the date of actual submission of bid of e-quotation.

9. Conditional & incomplete tenders

Conditional and incomplete tenders are liable to be summarily rejected.

10. Opening & evaluation of tenders

10.1 Opening of a Technical Proposal

- i. Technical proposal will be opened by the Tender Inviting Authority or his/her authorised representative/s electronically in the official website stated earlier, using their authorised Digital Signature Certificate/s (DSC).
- ii. Intending contractors/bidders may remain present if they so desire.
- iii. Technical cover documents will be opened /decrypted first and if found in order, Cover (Folder) for OID will be opened/ decrypted. If there is any deficiency in either of the Technical cover documents, the e-quotation will summarily be rejected.
- iv. Decrypted (transformed into readable format) documents of the OID (Other Important Document) Cover will be decrypted/downloaded and handed over to the Executive Engineer.

10.2 Uploading the list of technically qualified contractors/bidders

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

10.3 Opening and evaluation of Financial Proposal

- i. Financial proposals of the contractors/bidders declared technically eligible by the Executive Engineer will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date and time.
- ii. Intending contractors/bidders may remain present if they so desire.
- iii. The encrypted copies will be decrypted and the rates will be read out to the contractors/bidders remaining present at that time.
- iv. After opening of Financial Proposal, preliminary summary result containing inter- alia the name of contractors/bidders and the respective financial rates quoted by them will be uploaded in the website portal.
- v. If the Executive Engineer (TAA) is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement test checked by the Divisional Accountant/Divisional Accounts Officer attached to his/her office upload the final summary result containing the name of contractors/bidders and the respective rates quoted by them against each work after acceptance of the rate.
- vi. If there is any scope for lowering down of rate in the opinion of the Executive Engineer / TAA, as L1 bid is abnormally high, all the bidders qualified in technical bid will be notified through system generated e-mail and mobile phone sms to attend e-sealed bid tender-cum-auction on a predetermined date and time to be held in the office of the Tender Accepting Authority. Open off-line bids are normally not encouraged from the point of view of confidentiality and transparency. However, in exceptional cases with recommendation and advice of the Government approved Tender Committee, open off-line bid negotiations with **only the L1 bidder** to lower down the e-sealed bid tender cum auction rate may be held by the Tender Accepting Authority in presence of Tender Inviting Authority for reasons to be recorded in writing.
- vi. If there is no contractor/bidder or the number of contractors/bidders in the 1st Tender is less than three, the tender has to be cancelled. In case of participation of more than three bidders, technical evaluation is to be done and if the number of technically qualified bidders is less than three (3),

the tender also has to be cancelled as well and fresh e-tender (i.e 2nd e-tender or 3rd e-tender may have to be invited with lowering of eligibility criteria).

- viii. After holding such e-sealed bid tender cum auction, final result after acceptance of the rate by the Tender Accepting Authority if within the delegated power for acceptance would have to be uploaded in the e-tender website. Otherwise the tender is to be cancelled and invited afresh.
- ix. The Executive Engineer/TAA may ask any of the contractors/bidders to submit rate analysis to reasonably justify the quoted rate by that contractor/bidder.
- x. If the lowest bidder/contractor backs out there should be re-tendering in a transparent and fair manner. In such a situation the TIA may call for Short Notice e-tender with time period as per Government order for re-tenders, if so necessitated in the interest of public works and take decision on the basis of L1 in the Re-Tender or subsequent e-tender. Penal actions for premature withdrawal by bidder have been stated under clause 8 earlier.

10.4 Tender Accepting Authority (TAA)

As per prevalent orders of I&WD Tender Accepting Authority for this NIQ will be *The Superintending Engineer, Investigation & Planning Circle-I, I&W Directorate.*

10.5 Procedure to be followed for acceptance of tender

- i. Selection of contractor/bidder should be made on the basis of at least three valid e-quotations, which shall be opened preferably in presence of their willing agents, if present. If the number of e-quotations received is less than three, NIQ would be cancelled and invited afresh.
- ii. In case of invitation of e-quotation under two-bid system, if the number of contractors /bidders qualified in the technical bid is less than three, e-quotation would be invited afresh.
- iii. The lowest quotation for all works is accepted as a rule. If for any reason the lowest tender 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.
- vii. If the response to an NIQ is less than three, then NIQ should be invited afresh. Such Re-Tender 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, the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting e-Quotation' (e-NIQ) shall have to be reviewed 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.
- viii. Even if, after taking appropriate steps in regard to relaxation of criteria to the extent as decided by the Executive Engineer and also wider publicity of 2nd tender in widely circulated dailies and through web-site, the response to the Re-Tender is still less than three, that tender may be accepted in terms of Delegation of Financial Power Notification of the Department bearing No. 05-(W)/2015-16 dated 20.11.2015.

11. Acceptance of e-NIQ

Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 12.5 above. The Tender Accepting Authority reserves the right to distribute the work amongst more than one contractor/bidder with same rate.

12. Execution of Formal Contract agreement after acceptance of Tender

The contractor/bidder, whose bid is approved for acceptance shall within 15 days of issuance of Letter of Invitation (LOI) to him/her, needs to execute a 'Formal Tender Contract/Agreement' with the Executive Engineer in quadruplicate in W.B.F No. 2911(ii) and other tender documents. During executing the 'Formal Contract/Agreement', the successful contractor/bidder will be provided all the tender documents free of cost.

13. Payment against bills raised by the contractor

The payment of Running Account for the work will be made after successful completion of a quarter and also according to availability of fund and no claim due to delay in payment will be entertained.

14. 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 TIA, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

15. Withdrawal of Tender

Withdrawal of tender/bid 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 bidder/contractor penalised in terms of Clause 4(ii) and clause 8 referred earlier would be applicable.

16. Schedule of dates for e-Tendering

Sl. No.	Activity	Date & Time
1.	Publishing Date	09.09.2016 at 18:30 Hrs
2.	Document Download start date	09.09.2016 at 18:30 Hrs
3.	Bid submission start date	11.09.2016 at 17:30 Hrs
4.	Document Download end date	25.09.2016 at 17:30 Hrs
5.	Bid submission end date	26.09.2016 at 10:00 Hrs
6.	Technical Bid opening date	26.09.2016 at 14:30 Hrs.
7.	Uploading of the list of Technically qualified bidders	27.09.2016 at 17:30 Hrs
8.	Financial Bid opening date	To be notified later
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE	To be notified later
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	To be notified later
11.	Uploading of Award of Contract (AOC)	To be notified later

Additional Terms & Conditions

1. Executive Engineer of the concerned Division is the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above tender is made with officers other than the Engineer-in-charge for speedy execution of work, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Section Officer/Junior Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorised to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of any dispute, the decision of Engineer-in-Charge shall be final and binding.
2. Acceptance of the e-tender including the right to distribute the total work between two or amongst more than two contractors/bidders will rest with the Engineer-in-Charge without assigning reason to the contractors/bidders thereof. The Executive Engineer as the accepting authority reserves the right to reject any or all tenders without assigning any reason thereof.
3. The contractors/bidders shall have to comply with the provisions of (a) Contract labour (Regulation & Abolition) Rules, 1970 and its revision (b) Minimum Wages Act 1948 and its amendments, or the modifications thereof or any other laws relating thereto enforced by the appropriate Government from time to time.

4. Engineer -in-Charge shall not entertain any claim whatsoever from the contractors/bidders regarding payment of compensation on account of idle labour on such grounds including non-possession of land in the working zone.
5. Engineer-in-Charge shall not be held liable by the contractor/bidder for any compensation claim due to machines becoming idle, for any circumstances including untimely rains, other natural calamities, strikes etc.
6. Imposition of any duty / tax / royalty etc after work order / commencement and before final completion of the work is to be borne by the contractor/bidder. Original challan of those materials, which are procured by the bidder, may be asked to be submitted for verification if required. However, service tax if eligible would be reimbursed to the contractor/bidder as per rules.
7. The contractor should thoroughly scrutinise the site of work and relevant quotation documents, before submitting the e-quotation and satisfy himself/herself regarding the conditions and nature of works and ascertain the difficulties that might be encountered during execution of the work.
8. All sort of precautions should be taken for the safety of the work force deployed by the contractor and also others at worksite as per safety rules as is enforced by appropriate authority. The contractor will remain liable towards payment of compensation in accordance with the Workman's' Compensation Act etc for the labourers engaged and should deal to settle such cases promptly.
9. The contractor will have to maintain technically qualified employees and/or apprentices at site as per prevailing Apprentice Act or as stipulated in the contract.
19. Quantity of various items of work mentioned in the tender schedule or in work order is only tentative. During actual execution quantity of items may vary, even substantially. Payment will be made on the basis of quantum of work actually done in different items and no claim will be entertained for reduction of quantities in some items or due to omission of some tendered items. For execution of quantitative excess in any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief Engineer Government in the Irrigation & Waterways Department would be required depending on who ever is the Tender Accepting Authority and financial involvement thereof, before making any excess and /or supplementary item work payment.

SPECIAL TERMS AND CONDITIONS

1. **AMC includes periodical maintenance and corrective maintenance on call.**
2. **Periodical maintenance will have to be done once in every quarter** . Periodical maintenance includes proper cleaning of Hard disks, checking the installed softwares of the PC's and printers and their upgrading as and when required to keep the workstations in a running condition throughout the period of AMC. Upgrading of antivirus software will need to be performed at every 15 days interval. Net connection required for updating of such software is to be provided by the quotationer if the same is not available at the work station.
3. **The AMC shall include maintenance of all hardware and software (including OS and other pre installed package viz microsoft office etc) replacement of all spares free of cost including set specific printer heads.** However the AMC *does not include replacement of consumables and spares like printer ribbons, toners, cartridges, UPS batteries, PC monitors, damaged and unserviceable motherboard & hard disks.*
4. The scope of work includes support for antivirus diagnosing, removal of the virus and related operations. The antivirus software will be provided by the department. In case due to virus attacks hard disk formatting is required then the same shall be within the scope of work. Taking backup of required files and restoring the same shall remain under the scope of work.

5. In case of major breakdown of PC or any peripheral requiring more than 24 hours to repair, standby machine of same configuration and working software will have to be provided free of cost or without any rental charge.
6. 2 (two) technical persons to be provided as per schedule item no 4 who are to report to the S.D.O. I&P Sub-Division No II, Jalsampad Bhavan, Salt Lake everyday during office hours, and remain in the office till business hour of the office is closed. The technical persons must be conversant with the technical intricacies of operating systems, hard ware, software and all kinds of peripherals. Person having Global certification on CCNA and DIIM from any of the reputed institutes shall be preferred.
7. The technical persons provided as per item 4 shall be liable to attend software related problems / activities of computers of I&W Department within Jalsampad Bhavan which are outside the scope of AMC and as per direction of Executive Engineer-I, Investigation & planning Division (South). At least one no of technical person should be available for duty on holidays if required as per direction of the EE-I, Inv & Planning Div (S) and for which no extra payment will be provided.
8. Upon prior intimation to the EE-I, Inv & Planning Div (S) the successful bidder may change the technical persons assigned for daily duty.
9. For AMC related work, separate resident engineer / call support engineer(s) will have to be provided. Response time by which such engineer should attend any complain is "immediate" (i.e. within 10 minutes from call reporting) during office hours. For calls other than office hours the same shall be attended within 2 hours of fault reported.
10. The resident engineer / call support engineer(s) must be equipped with mobile phones and wireless modem (dongle) cost of which is to be borne by the quotationer. He must be well aware of all kinds of trouble-shooting of all computers and their peripherals including CRT monitors, TFT monitors, printers of all types, scanners etc of various makes and specifications. He must be well conversant with Local Area Networking, configuring net work devices of all makes, routers etc.
11. In the event of any technical person remaining absent for giving service on any working day, a sum equal to one days remuneration (Rate quoted/30) shall be deducted from the bill of the agency.
12. If the authority so decides any item may remain unexecuted during the period of agreement.
13. In the event of unsatisfactory performance of the bidder during the contract period the tender may be terminated by the Executive Engineer-I, I&P Division (South) after giving one months notice. In such case of termination of the contract security money and Earnest money Deposit (EMD) submitted by the bidder will stand forfeited to government.
14. Bills for payment to be submitted quarterly upon satisfactory execution of the work. Payment will be made on quarterly basis and as per availability of fund.
15. Statutory deduction of Taxes will be made at source, in line with the law of the WB Govt.
16. The number and type of desktops and peripherals for AMC as given in list attached is indicative only and actual no and types may vary during work. If need be inclusion of new desktops may be made to the existing list by the EE-I, Inv & Planning Div (S). The extra work would have to be done and would be treated as excess.

Executive Engineer-I
Investigation & Planning Division (South)
Irrigation & Waterways Directorate

Tentative List of Computers & Peripherals

Computer		Printer		UPS		Scanner	
Brand	Nos	Brand	Nos	Brand	Nos	Brand	Nos
Assembled	24	HP deskjet D-1000	25	A.P.C.	66	HP flatbed A4	8
HP Compaq 2480	13	HP deskjet D-1460 /1560 /1668 / 2460 /2360	25	Smartpower	20	Others (flatbed A4)	7
HP Compaq 3090 MT /8100 /8200 / 8300	65	HP laserjet P-1108 /1560 /1106	48	Beetel	23		
HP Compaq dx 2280 MT /260 MT /7380 MT	27	HP officejet 7000 /6000 /5610/ 53608	10	Frontech / Lumina	15		
Del INSPIRON / (H30T7RI) / - G40T7RI / F6KK7RI/ LJK7RI	10	HP laserjet 1007 /1020	22	AVO/ Power com	8		
Lenevo -2360	4	Leser jet pro 4000colour / Photo smart C 3188 etc	8	Microtower/ uniline	8		
Others	12	Others	12	Others	10		
Total qty (tentative)	155		150		150		15
No of months	24		24		24		24
Total qty to be executed	3720		3600		3600		360

FORM 1

APPLICATION FOR e-QUOTATION

To
The Executive Engineer
Investigation & Planning Division (South) ,
I&W Directorate

e-Tender No:- WBIW/EE/IPDS/ e-NIQ-01/2016-17

Dear Sir,

Having examined the Technical cover, OID cover & all other e-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 e-Tender 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.

Dated this _____ day of _____ 201____

Full name of Bidder / Contractor: _____

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: _____

FORM – 4

Declaration against Common Interest

(To be typed in company/organisation letter head, scanned and uploaded)

Ref:- e-NIQ No. WBIW/EE/IPDS/ e-NIQ-01/2016-17

e-Tender ID No.....

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 No. WBIW/EE/IPDS/ e-NIQ - 01/2016-17 do not have any common interest
either as a partner on any partnership firm / consortium as a Proprietor / Owner of any other firm in
the same serial for the work I / we want to participate.

Date:

Signature of contractor/bidder
with official seal if any