

**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Kakdwip Irrigation Division
Kakdwip South 24 Pgs.
Phone: 03221 255122**

NOTICE INVITING e – QUOTATION

e-N.I.Q No- WBIW/EE/KID/NIQ-01(e)/2016-17

Separate Quotations are being invited by the **Executive Engineer, Kakdwip Irrigation Division, Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal through electronic quotation(e- quotation) for the works 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://wbenders.gov.in> for the same e-Quotation. 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, Safescrypt, e-Mudhra Consumer Services Ltd, TCS, MTNL, IDRB) 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-Quotationing State Level Help desk located at 7th. Floor, Jalsampad Bhavan, Bidhannagar, Sector II, Kolkata through e-mail ID: irrigationhelpdesk@gmail.com or ID: dvsc6816@gmail.com and Telephone No. 033-23346098 on any working day, between 10AM – 5PM for any query on e-Quotationing, obtaining DSC, training on e-Quotationing usage, free of cost.

Intending contractors/bidders are required to download the e-Quotation documents directly from the website/s stated above. Quotation is required to be submitted on-line with the help of the e-Tokens provided. **This is the only mode for submission of Quotation documents.** The interested bidders eligible for the Quotation may submit their bids through the e-Procurement system using their valid DSC e-Token with assigned PIN and using login ID and password. Details of submission procedure have been explained in the ‘Bidders Manual’ for participating in e-Quotations of the State Government, which is available in the Departmental website www.wbiwd.gov.in. Minimum period of time to be given to the contractors/bidders for submission of e-Quotations is counted from the date on which the notice inviting Quotation including e-Quotation is actually published in the newspaper(s). In case of publication of the e-NIT in more than one newspaper, all the advertisements should appear simultaneously on the same day in all newspapers. Also, uploading of the notice including e-Quotation documents in the State Government e-Quotation portal shall be such the e-Quotation documents are to be visible in the website <https://wbenders.gov.in> as soon as the brief referral advertisement appears in the newspaper(s).

Last date & time of submission of e-bids online is on 25/11/2016 till 17.00 hours.

The intending bidders/contractors must read the ‘Terms & Conditions’ contained in the e-Notice Inviting Quotation (e-NIT) 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-NIT and related documents, WB Form No. 2911(i), Bill of Quantities (BOQ), EMD exemption order if any of competent authority, corrigenda and drawings etc. if any, shall form a part of the e-Quotation document.

LIST OF WORKS

e-N.I.Q No- WBIW/EE/KID/NIQ-01(e)/2016-17

Sl. No.	Name of Work/Scheme/Project	Earnest Money Deposit ()	Time allowed for completion (in days)	Source of fund	Minimum eligibility of the contractor/bidder for participating in the e-Quotation	Physical Milestones for completion of each work within stipulated time (Refer to Clause 17 of the General Terms & Conditions)
1	2	4	5	6	7	8
1	Supply of 05 (Five) nos. Steel pontoons/barges(10.0 M length X 3.0 M width) having a wooden deck at Chemaguri Wooden Jetty points, for holding wooden heavy type small (6.0 M X 1.0 M) gangway (Ladder type) for the use of pilgrims by Launch service during Ganga Sagar Mela-2017 in P.S. Sagar).	40,000.00	30 Days (From 20.12.2016 to 19.01,2017 excluding towage on both ways)	G.S.Mela 2017	Bonafide Contractors and Semi Government Organization having sufficient experience of executing similar type of works of Rs. 6.00 Lakh	1) Material procurement and carriage= 09 days 2) Mooring/Anchoring = 05 days. 3)Operation= 16 days

(*) For Consortiums, criteria are to be followed as per Clause 1 & 6 (ii) in General Terms & Conditions for e-tenders up to tender value Rs 45.00 lakh.

Sd/
(Subhasish Ghosh)
 Executive Engineer,
 Kakdwip Irrigation Division

**(General Terms & Conditions for e-Quotations having 'Quotation value' above
Rs 5.0 Lakh up to Rs 45.00 Lakh)**

1. Eligibility for participation

Bonafide 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 civil /M&E 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 Quotations.

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. Participation in more than one serial of work in a Quotation

Any contractor/bidder may submit bids for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular e-NIT depending on his/her previous work credential and financial capability, details of which have been stated later.

3. Submission of Quotations

3.1 General procedure for submission of e-Quotations

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-Quotation notice (e-NIQ) circulated through the above website/s within the stipulated due/end date and time.

For e-tender value above Rs. 5.00 lakh, bids are to be submitted in two folders at a time for each work, 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 percentage 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 Quotation 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.

3.2 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(i) (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. Drawings, if any. (To be submitted in "**Drawings**" folder)
- vii. Addenda/Corrigenda: If published; (to be submitted in the '**NIQ**' folder merged with e-NIQ already uploaded as pdf file)
- viii. Drawings, if any. (To be submitted in "**Drawings**" folder)
- ix. Addenda/Corrigenda: If published. (to be submitted in the '**NIQ**' folder merged with e-NIQ already uploaded as pdf file)

NOTES: i. Contractors/bidders are to keep track in the website for all the Addenda and Corrigend published for a particular e-Quotation and upload all the above digitally signed by him/her along with his / her Quotation. 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	<i>certificates.pdf 1 certificates.pdf 2 certificates.pdf 3 certificates.pdf 4</i>	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	<i>companydetails.pdf 1 companydetails.pdf 2</i>	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 Quotation 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-Quotation 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 Quotation. 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.

ii. 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**”). In case of execution of supplementary/substitute supplementary having value more than 30% of the BOQ, final gross value of bill (without contractual rate) including such supplementary/substitute supplementary may be considered in lieu of the original BOQ and scanned and authenticated copy of the Bill shall be uploaded in the ‘**credential.pdf 2**’.

iii. Others: Any other document found necessary.

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

3.3 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 Itemwise Rate on-line in the space marked for quoting rate in the BOQ.** (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. Contractors/bidders willing to quote “at-par” rate shall need to write “0” in the ‘space’ provided for rates in the BOQ.*
- b. *In cases where BOQ has been changed by the Quotation 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.*

4. Quotation Fee and Earnest Money Deposit (EMD)

- i. **Quotation Fees:** Entire set of e-quotation documents are made available free of cost through the State Government e-tender portal having URL <https://wbenders.gov.in> and also the Departmental website www.wbiwd.gov.in. In case of off-line tenders having tender value below ₹ 5.00 lakh, quotation documents are available free of cost in the office of the Tender Inviting Authority viz. AE/EE and also made available in the Departmental website www.wbiwd.gov.in. Cost of tender document shall not be charged even during execution of formal tender contract/agreements. However, the contractors/bidders may wherever necessary be charged suitably for asking additional multiple copies of drawings, specifications, Schedule of Rates booklet (SoR) etc. and such fee may be suitably determined by the Tender Inviting Authority as per norms.

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-Quotations/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-Quotation/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 by a State Government 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:
 - 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 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:
 - ii. 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.
 - iii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iv. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - v. 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 Quotations authority.
 - vi. 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-Quotation 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 Quotation. 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 Quotation Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the Quotation 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 Quotation 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 Quotation 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 Quotation 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 Quotation 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 Quotation Inviting Authority.

5. Credential Certificate

- i. Completion Certificates (CC) for 100% completed 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 Quotation (Quotation 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.

6. Eligibility criteria

- i. Monetary value (Amount put to Quotation without considering contractual rate) of the 100% completed work or gross final bill value (excluding contractual rate) including supplementary/substitute supplementary, as the case may be, thus submitted will be further multiplied by the following factors to take care of the inflationary effect to arrive at the net notional amount.

Year	Description	Multiplying factor to arrive at net notional amount
Current	-	1.00
1st	1 year preceding the current financial year	1.08
2nd	2 years preceding the current financial year	1.16
3rd	3 years preceding the current financial year	1.26
4th	4 years preceding the current financial year	1.36
5th	5 years preceding the current financial year	1.47

Note: For cases where two contractors/bidders are participating in a e-Quotation for a particular work are such that one happens to have worked as a sub-contractor of the other, and both the contractors/bidders submit work credential of having completed the same job either wholly or partly, then in such case the credential of the principal contractor will be considered while that of the sub-contractor will not be taken into consideration for determining the eligibility criteria of the contractor/bidder towards the e-Quotation. If the credentials submitted by hitherto contractors/bidders are for different works, then both the work credentials will be considered towards determining the eligibility criteria of the individual contractors/bidders.

- ii. ***Financial proposal of any contractor/bidder will come under consideration only when the criteria mentioned below are satisfied and fulfilled.***

Net notional amount calculated from Completion Certificate (CC) of a single work during last 5 years issued in favour of the contractor/bidder /agency/firm/consortium for a work of similar nature should amount minimum of **Rs. 6.00 lakhs** for the said work. However, for consortiums where CC of individual entities of the consortium are to be considered, sum of work values in the CC of individual entities (one for each entity) for works of similar nature should amount minimum of **Rs. 18.00 lakhs.** **The power to decide on the criteria of similarity rests without any prejudice solely with the Quotation Accepting Authority.**

7. **Eligibility criteria for participating in more than one Quotation in a e-NIQ**

- i. Submission of e-Quotations by one single contractor/bidder in excess of 50% of the number of works in any particular e-NIQ will not be considered.
- ii. Normally separate Completion Certificates (CC) of 100% completed works is required to be submitted for participating in separate works under a particular e-NIT. However CC for one particular work may be considered as eligibility for participation in maximum two numbers of serials of a e-NIQ, provided requisite credential for two such works (to be added arithmetically) satisfies the requirement in all respects out of one such CC.

8. **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 Quotation 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-Quotation process prior to the issue of work order, the Quotation 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 Quotation Inviting Authority and the contractor/bidder may be suspended from participating in all future Quotations on the e-Quotation 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-Quotationing 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. Quotation for a period up to three years. For e-Quotations where such suppression / distortion / falsification is detected at an advanced stage of e-Quotation 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- Quotation.

9. **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.

10. Site inspection prior to submission of Quotation

Before submitting a e-Quotation, 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 Mahananda Barrage Division 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.

11. Conditional & incomplete Quotations

Conditional and incomplete Quotations are liable to be summarily rejected.

12. Opening & evaluation of Quotations

12.1 Opening of a Technical Proposal

All works above Quotation value of Rs 5.00 lakh for which e-Quotationing is mandatory shall be awarded through open Quotations without reservation for any particular class of contractors/bidders. Notices for open off-line Quotations for each Quotation value below Rs 5.00 lakh shall include such clauses as is notified by the Department from time to time.

For e-Quotations bids are to be invited in two parts under a two-bid system.

- i. Technical proposal will be opened by the Quotation 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 (vide Clause 3.2.A) will be opened /decrypted first and if found in order, Cover (Folder) for OID (vide Clause 3.2.B) 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 (TAA).

12.2 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.

12.3 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 Quotation 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/QAA) 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 by the **competent authority**.

- vi. If there is any scope for lowering down of rate in the opinion of the Executive Engineer / TAA/QAA, as L1 bid is abnormally high much above 10% of the Quotation Value, all the bidders qualified in technical bid will be notified through system generated e-mail and mobile phone sms to attend e-sealed bid Quotation-cum-auction on a predetermined date and time to be held in the office of the Quotation 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 Quotation Committee, open off-line bid negotiations with **only the L1 bidder** to lower down the e-sealed bid Quotation cum auction rate may be held by the Quotation Accepting Authority in presence of Quotation Inviting Authority for reasons to be recorded in writing.
- vii. If there is no contractor/bidder or the number of contractors/bidders in the 1st Quotation is less than four, the Quotation has to be cancelled. In case of participation of more than four bidders, technical evaluation is to be done and if the number of technically qualified bidders is less than four (4), the Quotation also has to be cancelled as well and fresh e-Quotation (i.e 2nd e-Quotation or 3rd e-Quotation may have to be invited with lowering of eligibility criteria).
- viii. After holding such e-sealed bid Quotation cum auction, final result after acceptance of the rate by the Quotation Accepting Authority if within the delegated power for acceptance would have to be uploaded in the e-Quotation website. Otherwise the Quotation is to be cancelled and invited afresh.
- ix. The Executive Engineer/TAA/QAA 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-Quotationing in a transparent and fair manner. In such a situation the TIA/QIA may call for Short Notice e-Quotation with time period as per Government order for re-Quotations, if so necessitated in the interest of public works and take decision on the basis of L1 in the Re-Quotation or subsequent e-Quotation. Penal actions for premature withdrawal by bidder have been stated under clause 8 earlier.

12.4 Quotation Accepting Authority (QAA)

As per prevalent orders of I&WD Quotation Accepting Authority for different quotation is as follow:

- a) For quotation above upto 2.0 crore: Superintending Engineer, Eastern Circle.***
- b) For quotation above 2.0 crore: Chief Engineer-South , I & W Dte.***

12.5 Procedure to be followed for acceptance of Quotation

- i. Selection of contractor/bidder should be made on the basis of at least four 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, e-Quotation would be cancelled and invited afresh.
- ii. In case of invitation of e-Quotations under two-bid system, if the number of contractors /bidders qualified in the technical bid is less than four, e-Quotation would be invited afresh.
- iii. The lowest Quotation for all works is accepted as a rule. If for any reason the lowest Quotation 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.
- iv. If the response to an e-Quotation is less than four, then Quotation should be invited afresh. Such Re-Quotation notice shall be published in widely circulated dailies as per guidelines and also through e-Quotation web portals. Prior to invitation of Re-Quotation / fresh e-Quotation, the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting e-Quotation' (e-NIT) shall have to be reviewed by the Quotation 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. Even if, after taking appropriate steps in regard to relaxation of criteria to the extent as decided by the Competent authority and also wider publicity of 2nd Quotation in widely circulated dailies and through web- site, the response to the Re-Quotation is still less than four, that Quotation may be accepted.

13. Acceptance of e-Quotation

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

14. Execution of Formal Contract agreement after acceptance of Quotation

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(i) and other Quotation documents. During executing the 'Formal Contract/Agreement', the successful contractor/bidder will be provided all the Quotation documents free of cost.

15. Payment against bills raised by the contractor

The payment of Running Account as well as final bill for any work based on progress and performance will be made according to availability of fund and no claim due to delay in payment will be entertained.

16. 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.

17. Definition of Physical Milestones:

The time allowed for carrying out the work as entered in the Quotation shall be strictly observed by the contractor, and which shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Time being deemed to be the essence of contract on the part of the contractor; the contractor shall be bound in all cases, to achieve the 'Milestones' as specified in this NIT into various 'Identifiable and quantifiable construction related stages' pertaining to the work. In the event of the contractor failing to comply with any of the conditions related to achieving the 'Milestones' within the specified time period prescribed for such 'Milestone' plus one month, he/she shall be liable to pay compensation.

If the contractor fails to commence and/or maintain required progress viz. Milestones defined in the e-Notice Inviting Quotation over the total time allotted for its full completion and fails to complete the work and clear the site on or before the end of contract period or extended date of completion, he/she shall, without prejudice to any other rights or remedy available under the law on account of such breach, pay as agreed compensation to the implementing Department. This will also apply to items or group of items for which a separate period of completion has been specified.

18. Withdrawal of Quotation

Withdrawal of Quotation/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.

19. Schedule of dates for e-Quotationing

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	10/11/2016 at 10:00 Hrs	To be made available with the e-NIT in the website
2.	Document Download start date	10/11/2016 at 10:00 Hrs	
3.	Bid submission start date	10/11/2016 at 10:00 Hrs	
4.	Document Download end date	25/11/2016 up to 15.30 hours	
5.	Bid submission end date	25/11/2016 up to 15.30 hours	
6.	Technical Bid opening date	28/11/2016 at 10.00 hours	
7.	Uploading of the list of Technically qualified bidders	To be decided by EE.	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date	-do-	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE	To be decided by EE(TAA)	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-	
11.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

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

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

Sd/
(Subhasish Ghosh)
Executive Engineer
Kakdwip Irrigation Division

ANNEXURE-II

Additional Terms & Conditions

1. The Executive Engineer of the concerned Division will be the Engineer-in-Charge in respect of the quotation 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 quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and also approved by him. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer/Section Officer (SAE) on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute relating to specification and work, the decision of Engineer-in-Charge shall be final and binding. The Engineer-in-Charge will however invariably take all decisions relating to quotation contract only after consultation with the Quotation Accepting Authority.
2. Acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders will rest with the Quotation Accepting Authority without assigning reason thereof to the bidder. The accepting authority reserves the right to reject any or all quotations without assigning any reason thereof to the bidder/contractor.
3. The Contractor/bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970 including its revisions (b) Minimum Wages Act 1948 and the modification thereof or any other laws relating thereto as will be in force from time to time.
4. The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
5. Imposition of any duty / tax / Service Tax etc. whatsoever of its nature (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.
6. Cess @ 1% of the cost of construction works shall be deducted from the Gross value of all works Bill in terms of Finance Department order No. 853-F dated 01.02.2006. Also it is instructed to register his establishment under the Act, under the competent registering Authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region.
7. No mobilization / secured advance will be allowed unless specified otherwise
8. The quantities of different items of work mentioned in the BOQ or in Work Order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items.
9. Income tax, Sales tax/Vat, Service Tax and all other incidental charges will have to be borne by the contractor as per existing rule.
12. Quotationers who will resort to canvassing is liable to be rejected.
13. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.
14. Anything not considered in this NIQ regarding engagement of labour and wages & benefits thereof will be dealt with the prevailing orders of Govt. of West Bengal and binding to the agency.
15. The responsibility for ESI, EPF, Bonus as applicable for the security personnel to be provided by the Security Service Agency will be shouldered by the agency supplying/ engaging the personnel. Therefore, the rate to be quoted by the agency in response to the Notice Inviting Quotation for security service may include, besides the minimum wage, a part of the contribution to ESI, EPF etc. to be made by the security agency as its statutory obligation as employer of the security personnel.
16. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as

possible. Proper road signs/safety signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.

17. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time.
18. Any materials brought to site by contractor must be subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hrs. of issue of the order to that effect. The materials will have to be procured with due intimation to the Sub-Divisional Officer concerned. For special type of materials, if any, relevant Data Sheet containing the name of the Manufacturers, Test Report etc. will also be submitted in each occasion. Engineer-in-Charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-Charge is final and binding.

Sd/
(Subhasish Ghosh)
Executive Engineer
Kakdwip Irrigation Division

Memo no:- 1262 (15)

Dated - 09/11/2016

Copy submitted for favour of kind information and taking necessary action for wide circulation to the:-

1.	Chief Engineer-South, Ist Floor of Jalsampad Bhavan, Salt Lake City, Kolkata – 91.
2.	Superintending Engr., Eastern Circle; 8 th . Floor of Jalsampad Bhavan, Salt Lake City, Kolkata – 91.
3.	Executive Engineer, Canals/Joynagar/Basirhat Irrigation Division.
4.	Sub-Divisional Officer, Kakdwip/Sagar/Mousuni/Patharpratima Irrigation Sub Division.
5.	Nodal officer of e-Tendering. Irrigation & Waterways Department Jalsampad Bhawan, 7th Floor, Salt Lake City, Kolkata-700091 with the request to upload this NIT in the Departmental website: www.wbiwd.gov.in (Sent to the e-mail : dvcsc6816@gmail.com / irrigationhelpdesk@gmail.com)
6.	Savadhipati , South 24-Parganas Zilla Parishad, Alipur, South 24-Pgs.
7.	District Magistrate , South 24-Parganas, Alipur, South 24-Pgs
8.	Sr.Divisional Accounts Officer, of this office.
9.	Notice Board.

Sd/
(Subhasish Ghosh)
Executive Engineer
Kakdwip Irrigation Division

FORM 1 (Modified)

APPLICATION FOR e-QUOTATION

To
The Executive Engineer,
Kakdwip Irrigation Division, I&W Directorate

e- Quotation No:- WBIW/EE/KID/NIQ-01(e)/2016-17

Serial No of Work applied for:-

Amount put to Quotation :
(Quotation Value)

Dear Sir,

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

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-NIT No: WBIW/EE/KID/NIQ-01(e)/2016-17

e-Quotation ID No.....

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I/W e, Sri/Smt. _____, the authorized signatory

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on behalf of do hereby affirm that

I/W e/any of the member of bidding against e - NIQ

No. 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

Date:

Signature of contractor/bidder
with official seal if any