



Government of West Bengal
Irrigation & Waterways Directorate
Office of the

Executive Engineer, Mahananda Barrage Division.
Teesta Administrative Building, Tinbatti, Siliguri.

NOTICE INVITING QUOTATION
Notice Inviting Quotation No:- 02/EE/MBD of 2016-17

Separate Quotations are being invited by the Executive Engineer, Mahananda Barrage Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal for the works mentioned in the list given from eligible and resourceful contractors/bidders having sufficient credential and financial capability for execution of works of similar nature.

The intending Quotationers should apply for Quotation paper in the office of the Executive Engineer addressing to the Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri.

Last date & time for application of Quotation is on 14.12.2016 till 15.00 hours.

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

Eligibility for participation

Bona fide contractors/bidders, 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 works are eligible to participate depending on the criteria as laid down below 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.

Participation in more than one serial of work in a Quotation

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

- 1) Quotation documents to be submitted in the Quotation box in the office of the Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri as per scheduled time and & date of original NIQ.
- 2) a) Separate Quotation should be submitted for each Work, as per attached List, in sealed cover inscribing the NIQ No., Sl. No. and Name of the Work on the envelope and addressing to the Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri.
b) Submission of Quotations by Post or FAX or through Internet is not allowed.
- 3) The Quotation Document and other relevant Particulars (if any) may be seen by the intending Quotationers or by their duly authorized representative during office hours between 11.00 A.M. And 4.00 P.M. on every working day, till the date of issue of Quotation papers in the office of the Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri. Any Quotationer may send his authorized representative to attend interview, bid or any other purpose allowed by Quotation accepting authority. Such authorization must be submitted in stamped paper in presence of 1st class

Judicial Magistrate or Notary Public.

4. Documents to be submitted along with the application of Quotation paper

Sl. No.	Folder name	Details	Remarks if any
A	Certificates	1. Professional Tax Payment Certificate(PTPC) 2. PAN Card 3. Latest I.T Return Receipt	
B	Company Details	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	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 Info	Payment certificate of 100% completed work issued by competent authority or any other related financial information	

- 4) a) Intending Quotationers should apply for Quotation Papers addressing to the Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri in their respective Letter Heads enclosing **self-attested copies** of the following documents, **originals of which are to be produced at the time of Application of Quotation Paper**, as well as during interview (if any).
- P.A.N. & P. Tax valid at least up to the date of opening of the Quotations. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - Individual deposit Challan (upto date) of Employees' Provident Fund & Employees' State Insurance Corporation.
 - License to engage in the business of Private Security Agency valid up to the date of opening of the Quotations. License issued from Joint Secretary, Home Department, Govt. Of West Bengal.
 - Service Tax Registration Certificate.
 - Completion Certificates/Payment Certificate (s) for the single similar nature of single work worth at least 30% of the value of the Work for which Quotation Paper is desired, executed within last 5 (five) years (to be determined from the actual year of completion, considering last financial year as Year-1).
 - Declaration by the Applicant to the effect that there is no other applications for Quotation Paper for work in this N.I.T. in which he / she / they has / have common interest. Failure to produce any of the above Documents may be considered good and sufficient reason for non-issuance of Quotation Paper.
 - Eligibility certificates issued by the ARCS for Engineer's Co-operative and Labour Co-operatives.
 - Partnership Deed(for Partnership Firms) and registration from the Register of Firms. Deed of Consortium/Partnership firm, 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.

- ix. 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 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.
- x. Any contractors can apply for Quotation papers for a **maximum of 50% of the total number of works** (rounded up to next higher integer) published in any particular NIQ, depending on his credentials and financial capability.

b) (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 other than direct Union Government Departments and Ministries outside the State of West Bengal. Also such certificates when issued in all other States other than those directly of State / Union Government Departments 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.

iv. Guidelines for ascertaining similarity in nature of works

- A. Following major items having weightage of 25% or more in terms of monetary value in respect of amount put to Quotation for a work are to be identified and monetary value of each of the major item is to be calculated for any particular work listed in the NIQ by summing up the associated items of the BOQ coming up under any of the major items as described below:
 - a. Earthwork (Type A): Earthwork in dry excavation in irrigation canals / drainage channels or in making of embankments on river / sea front / drainage channels / irrigation canals from borrow pit earth or

transported earth, by manual / mechanical means including leads, lifts, and disposal / transportation etc.

- b. Earthwork (Type B): Earthwork is wet excavation in flowing channels/rivers/reservoirs by barge/pontoon mounted excavators including all leads & lifts and disposal/transportation etc.
 - c. Brickwork /Boulder Masonry Work: Brickwork/boulder masonry work and cement plaster, excluding brick block pitching and similar works.
 - d. Concrete work (other than for Buildings & Roads): RCC, PCC of all grades with reinforcement steels of concrete in hydraulic structures (i.e. structures on or across rivers / streams or jhora/ sea fronts/ drainage channels / irrigation canals excluding C.C block pitching / lining works) including Formwork and staging etc complete.
 - e. Structural Steel works: All types of structural steel works including M.S Sheet piles supply, fabrication, erection / installation etc. complete.
 - f. Protection work (Type A): C.C blocks / Cement concrete lining/toe walls/boulders of all kind, dry brick pitching / brick block pitching/boulder pitching/loose boulder apron/crated boulder dumping/brick bat dumping for sausage or aprons or under water scour depth filling by boulders / brick bats in geo-bags / nylon crated bags/laying of inverted filters below pitching (conventional or geo-jute or geo-synthetics) including supply, carriage and laying at site etc complete.
 - g. Protection work (Type B): Protection work with bullah and bamboo, porcupine cages / groynes or spurs and marginal embankments or levees, pitching by geo bags or polythene bags or crated polythene bags, including supply, carriage, placing / driving in position at site.
 - h. Road work (Type A): All items related to construction / renovation /improvement of bituminous roads/rigid & concrete pavements etc.
 - i. Road work (Type B): All types of fair weather roads involving use of boulder/brick bats/jhama bats/river bed materials/moorum etc.
 - j. Building works: All items related to brickwork, cement concrete work including reinforcement steel, scaffolding staging and shuttering, plastering, painting and flooring of buildings etc.
- C. If value of summation of those items contained in the BOQ or gross completed bill value of the CC (excluding contractual rate), related to at least one of the major items stated in the financial requirements at column 8 of the list of works is equal to or exceeds the amount of any one of financial requirements specified at column 8, the CC of that work may be considered as similar nature of work subject to fulfillment of the following conditions:
- a. After summation, the value may further be multiplied by the factors stated in the table under clause 7 (ii) to take care of the inflationary factors.
 - b. Whenever credential of individual entities of a Consortium is considered, multiplying factor of 0.30 stated in Clause 7 (iv) (B) should be considered as 0.90 of combined values of the BOQ, or gross combined final values of each of CC of the individual entities satisfy the requirement stated in Clause 7 (iv) C(a) above.

Eligibility criteria for participating in more than one Quotation in a NIQ Normally separate Completion Certificate (CC) of 100 % completed works is to be provided for participation in separate works in a particular NIQ. However CC for one particular work may be considered as eligible for participation in maximum 2 nos of SI, provided required credential for two such works (to be arithmetically added for identical major works) satisfies the requirements in all respect for one such completion certificate.

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

- (iv) Any suppression or misrepresentation of Fact will automatically debar the applicant from participating in any Quotation under the Division for at least 3 (three) years from date of Detection in addition to such other penal action as the Government may deem proper.
- c) Intending Quotationers having not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next superior Officer. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such authority within two days after the date of issue of Quotation Paper and copy of such communication should also be submitted to the Quotation Paper issuing authority within the same period failing which no such Appeal will be entertained.
- a) Quotation documents are available free of cost and NIQ also made available in the Departmental website www.wbiwd.gov.in. Cost of Quotation documents shall not be charged even during execution of formal Quotation agreements. However, the contractors/bidders may wherever necessary be charged suitably for asking additional multiple copies of drawings, specifications, Schedule of Rates of the Circle/s (SoR) etc. and such fee may be suitably determined by the Quotation Inviting Authority as per norms.
- b) No Quotation Paper will be supplied by Post.
- c) No Quotation Paper will be issued after expiry of date & time mentioned in the notice.
- 5) Before submitting any Quotation, the Intending Quotationers should make themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take into consideration all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local Labours and Rates prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards. In this connection Quotationers may contact the office of the undersigned upto **13.12.2016** between **11.00 A.M.** and **4.00 P.M.** on any working day.

Cost towards Earnest Money Deposit (EMD), for each work as noted in the List of Works, in the form other than those mentioned below, will not be accepted. Earnest Money Deposit (EMD) must presently be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the Executive Engineer, Mahananda Barrage Division, payable at Siliguri. [Labour Co-operative Societies are exempted from deposition of Earnest Money (Vide Order No No.03(W)/ 2015-16 Dated, 18th November, 2015 of Secretary, I&WD)]

Payment in any other forms viz. NSC, KVP, cheques etc will not be accepted.

- 1) Earnest money as noted in the list of works will have to be deposited by the contractors.
 - a. The Quotationer should quote the rate both in figures & in words on the basis of percentage above / below /at par the scheduled of rates attached with the Quotation form and also in the space provided in the Quotation Form.
 - b. Any Quotation containing over writing is liable to be rejected.
 - c. All corrections are to be attested under the dated signature of the Quotationer.
- 2) When a Quotationer signs his Quotation in an Indian language, the total amount Quotationed should also be written in the same language. In the case of illiterate Quotationer, The Rates

Quotationed should be attested by a Witness.

- 3) The Quotationer who will sign on behalf of a Company or a Firm, must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Quotation will not be considered and the deposited Earnest Money will be forfeited.
- 4) Any letter or other instrument submitted separately in modification of the sealed Quotation will not be entertained.
- 5) The Quotationer should submit a statement (if desired) at the time of submission of his Quotation showing the technical staff to be maintained for the work, with their technical qualifications, failing which the Quotation may be liable to rejection.
- 6) Conditional Quotation, which does not full fill any of the above conditions, and is incomplete in any respect, is liable to summarily rejection.
- 7) VAT, Royalty, Building & Construction Workers Cess and all other statutory Levy/Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).

It may further be noted that if VAT Registration Certificate along with last return is produce before receiving payment 3% deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made otherwise such deduction shall be 5% as per present norms, or as may be prescribed by the Finance Department.

- 8) Lowest valid rate should normally be accepted. The **Executive Engineer, Mahananda Barrage Division**, Tinbatti, Siliguri, is the accepting authority of Quotation and The Quotation Accepting Authority dose not bind himself to accept the lowest Quotation and reserves the right to reject any or all of the Quotations received, without assigning any reason whatsoever and also reserves the right to distribute the work amongst more than one Quotationers on technical feasibility.
- 9) The Quotationer will have to, if so desired by the Quotation Accepting Authority, submit his analysis of rate to justify the rate quoted by him.
- 10) The Quotations will be opened, as specified in the List of works in the Chamber of the Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri in presence of the participating Quotationers or their duly Authorized Representative who may be present at the time of Opening and who may also put their signature in the Quotation Opening Register.
- 11) The successful Quotationer will have to execute the formal agreement in duplicate which will have to be obtained from the office of the Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri, failing which the Earnest Money shall forthwith stand forfeited in the favour of the Government and the communication of acceptance of the Quotation/ Formal work order shall automatically stand cancelled.
- 12) If any Quotationer withdraws his Quotation before its acceptance or refuses / fails to convert it into a Contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure, he shall be disqualified for submitting any Quotation in this Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
- 13) The successful Quotationer will have to abide by the provisions for the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
- 14) Materials such as cement, etc. have to be procured directly by the contactors as contractor supply [vide MOM held on 27.04.2015 at Teesta Sech Bhawan chaired by CE, TBP.]. Any other materials not listed therein, if supplied by the department, the issue rate for such materials will be fixed by the Engineer-in-charge.
- 15) Hire charge for Tools & Plants machinery, if issued departmentally, will be recovered from Contractor at such rates as will be fixed by the Engineer-in-Charge. The period of Hire Charges of all Tools & Plants machinery issued from the Govt. Godown will be counted from the date of their issuance from the godown and up to the Date of return into the same godown and the Hire Charges

will be recovered from Contractors accordingly. All Tools & Plants Machinery issued to the Contractor must be returned in good condition. In the case of any damage, the cost of repair of such damage or replacement will be recovered from Contractor.

16) In the following cases a Quotation may be declared informal and unacceptable.

- a) Correction, alterations, additions etc. if not attested by the Quotationer.
- b) Earnest Money in the form of D.C.R. / Demand Draft etc which are short deposited and / or not deposited in the favour of **the Executive Engineer, Mahananda Barrage Division.**
- c) If the Quotation Form is not properly filled in respect of the general Description of the work, Estimated Cost, Rate of deduction of Security Deposit etc. in page -2 and other pages as are required to be filled in.
- d) If the specified pages of the Quotation Document are not signed by the Quotationer.
- e) If the Quotation is not submitted in a Cover properly sealed and name of the work is not indicated on the cover with N.I.T No.

17) For the refund of the Earnest Money of the unsuccessful Quotationer(s), he / they is / are to apply for the same to the Executive Engineer, Mahananda Barrage Division, Siliguri, giving the reference to the work, N.I.T. No., Date of Quotation, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of All Quotationer other than the 1st Quotationers in each case, maybe refunded after acceptance of rate in the comparative statement, as early as possible.

18) To verify the Competence Capacity and Financial Stability of the intending Quotationer(s) the Issuing Authority may demand production of any necessary Document(s) as it may deem necessary.

19) The payment of any work will be made according to the availability of specific Fund and no claim whatsoever for delayed payment will be entertained.

20) Normally Quotation Paper for not more than one work in any one NIQ will be issued to an applicant who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIQ Quotation Paper Issuing Authority may Issue Quotation Paper for any serial even though it may not be preferred by the applicant.

28. Time Schedule of Quotation procedure:-

i)	Last Date & Time for application for issue of Quotation Form	14.12.2016	upto 15.00.hrs.
ii)	Last Date & Time for issue of Quotation paper.	16.12.2016	upto 17.00.hrs.
iii)	Date & Time of dropping of Quotation box at the dropping centers.	20.12.2016	at 15.00 .hrs.
iv)	Date & Time of opening of Quotation in the office of the undersigned	20.12.2016	at 15.30 .hrs.

Sd/-

**Executive Engineer
Mahananda Barrage Division.**

NIQ NO:- 02/EE/MBD of 2016-17**LIST OF WORKS:**

Sl. No	Name of work	Earnest money (2% of the estimated cost put to Quotation)	Source of Funding	Time allowed for completion of the work	Minimum eligibility of the Contractor for participating in the 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.	Guarding of Govt. properties of Tail Regulator Gates at 25.640 Km of T.M.L.C. and upstream and downstream adjacent of Tail Regulator in P.S. Bhaktinagar, Dist. Jalpaiguri.	Rs. 9011.00	Non Plan	365 Days	Bona fide contractors/bidders having credential of execution of similar nature of work of value 30% of the amount put to Quotation (Quotation value) within the last 5 years on the date of publishing of NIQ	1) Daily Guarding – 365 days

Note:

- 1) No Postal documents i.e. NSC, KVP etc. will be entertained as earnest money.
- 2) Payment will be made only after proper utilization of materials at working site and according to availability of specific fund.
- 3) If the quoted rates are not found reasonable for the works of this NIQ a bid may be held amongst the participating Quotationers on the date of opening Quotation just after opening or other day as deemed fit. The participants should present positively on that day to participate in the bid if so arises.

Sd/-

Executive Engineer
Mahananda Barrage Division.

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 (JE) 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, if required. However Service Tax as applicable, if eligible would be reimbursed to the contractor/Bidder as per rules.
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. The Security Agency shall submit proof of deposit of ESI and EPF as applicable within 15 (fifteen) days from disbursement of wages in every month. The proof of disbursement of wages sheet to the security personnel shall also have to submit before forwarding the payment recommendation. In case of failure the payment of wages for the next month shall be withheld.
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 as per rule on the basis of works actually done in different items and no claim will be entertained for variation of quantities in some items or for omission of some items.
9. Income tax, Sales tax/Vat, Service Tax and all other incidental charges, as applicable 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. Anything not considered in this NIQ regarding engagement of Private Security and wages & benefits thereof will be dealt with the prevailing orders of Govt. of West Bengal and binding to the agency.
14. The major item in this quotation (vide Clause-7 of NIQ regarding eligibility criteria) is identified and considered as "providing security service".

Special Terms & Condition

1. Protection of office premises, residential premises, stores, Bungalow, Field Hostel including all properties of Teesta Barrage Project within the entire Teesta Barrage Colony, Tinbatti, P.S. Bhaktinagar, Dist. Jalpaiguri and Govt. properties of Tail Regulator Gates at 25.640 Km of T.M.L.C. and upstream and downstream adjacent of Tail Regulator in P.S. Bhaktinagar, Dist. Jalpaiguri against theft, pilferage, loss and sabotage round the clock.
2. Guarding the entry and exit points to the premises or at vulnerable points as desired by the Engineer-in-charge for ensuring security of the colony as well as to control movement of visitors to/from Residential colony in a manner so that the occupants are not harassed unnecessarily in the process of enforcement of the security measures.
3. Any unknown person/new person/vehicle not acquainted with the security guards are not authorized to enter the colony may be allowed to enter through the gates stipulated by the Engineer-in-charge subject to verification with the due details entry in the register by the security personnel to be maintained at the gates by the agency.
4. To check the incoming and outgoing store materials and also to allow the movement of such materials through the gates stipulated by the Engineer-in-charge/concern S.D.O., verification of materials against valid/authorized gate pass/challan/documents is to be made by the Agency. Maintenance of vehicle movement register duly authenticated by the concern S.D.O or his authorized representative with detail entry at the own cost of the agency and in case of any requirement the said register is liable to be produced to the concern S.D.O or his authorized representative.
5. To ensure effective protection within the entire premises as described above, night patrolling is to be performed vigorously, for the entire residential complex/ office Building.
6. Restraining of entry of unauthorized person/to the residential colony is the entire responsibility of the agency and any untoward incident, if arises, for such unauthorized entry, the agency will be liable. In case of failure in performing the duty from the part of the agency the Engineer-in-charge will reserve the right to take any suitable action/penalty as deem fit and decision in this respect of the Engineer-in-charge is final.
7. The agency will be entirely responsible for ensuring round the clock manning for guarding at every entry/exit point of the entire premise including roster patrolling thereof as directed by the Engineer-in-charge in special/abnormal cases. Any absence in the duty as mentioned if observed/detected by the Engineer-in-charge or his authorized representative, the person assigned will be treated as absent and no excuse/claim will be entertained from the agency in this respect. Frequent unauthorized absences in duty if observed and no measures, if taken by the agency, in spite of reminders made in this respect, the agency will be liable for imposition of penalty as deem fit by the Engineer-in-charge and decision of the Engineer- in-charge is final and binding in this respect to avoid repetition of laxity in performance of duty.
8. Disqualification of any guard will bar him to be engaged for duty.

9. Disqualification of a guard, if reported, will be summarily effected, on the following grounds:-
 - i) If any guard is found sleeping in the night shift on duty.
 - ii) If a guard is not found in his duty location or found to be engaged in gossiping with outsiders during duty hours.
 - iii) If any complaint is lodged against a particular guard for immoral/illegal/irresponsible activities.
10. Security personnel to be deployed by the agency should be trained having sound physical condition with capacity for performing such duties and experience of similar duty for at least 2(two) years. Security personnel should be courteous, humble, competent, alert, tactful having good moral character to perform the duty satisfactorily in the interest of the security of the entire office premises, residential premises, stores, Bungalow, Field Hostel within the entire Teesta Barrage Colony, Tinbatti and at Tail Regulator Gates at 25.640 Km of T.M.L.C. . They are to deal with the unauthorized entry finally and with the authorized persons gently without causing harassment to the Govt. employees & residents of the colony.
11. The agency will have to provide proper uniform, badges with photograph showing identity of each security guard including providing all requisites for performing security guarding viz. operating torch, battens for guarding, Bell/Gong (for hourly sounding at night from 11.00 pm. Onward) whistle and rain coat, gum boot in the rainy season at his own cost. The agency should provide a chair at each gate. If the agency fails to provide the appropriate requisites as cited, immediate penalty including treating the person as absent as deem fit by the Engineer-in-charge/concern S.D.O., for violation of contract including hindering the proper guarding will be imposed and the same will be recovered from the monthly bill of the agency forthwith. The extent of penalty for this failure as fixed by the Engineer-in-charge is final and binding.
12. List of security personnel to be deployed by the agency monthly with the provision of three shift duties furnished by the agency well ahead to the S.D.O. before their deployment for fixing responsibility during their incumbency of guarding.
13. No person other than enlisted persons are authorized to be deployed. In special case, the agency should have to obtain prior concurrences from the Engineer-in-charge.
14. For verification of attendance of security personnel daily, the agency is liable for submission of duty chart including their location of assignment every day in the morning to his authorized representative, failing which they will be treated as absent for that day and no payment will be made for the day.
15. The Department reserves the right to ban the engagement of any or all security personnel for any act prejudicial to the interest of the Government.
16. The agency shall be responsible for paying the security guards deployed as per minimum wages Act and should not violate the provision as contained in various enactments viz. Contract labour (Regulation & Abolition Act) Industrial Dispute Act, payment of wages Act and all other relevant acts in force.

17. The Department will not compensate for any overtime duties performed and no extra claim will be entertained on the account. The agency must arrange suitable reliever for any guard to be relieved for physical/natural needs.
18. The successful quotationers are liable to execute and maintain personal insurance of the security guards to be deployed.
19. The Department shall not be responsible in any way for employment of the security personnel engaged by the agency on termination of the contract made with him.
20. The agency shall have to maintain First Aid & Medical facilities for his security personnel during the contract at his own cost and arrangements. Department will not bear any cost on this purpose as well as not be responsible for any eventuality to the security personnel.
21. The agency is not permitted to sublet or assign any portion/entire portion/of the contract to any other person/firm and in that case his contract made with the Engineer-in-charge is liable to be cancelled.
22. The contractor is liable for indemnity of the department/residents against losses or damages caused to the departmental/residential properties on account of any involvement by way of reluctant laxity / unauthorized absence/any lapse detrimental to the security aspect of the security personnel deployed by the agency. The decision of the Engineer-in-charge in this respect is final and binding.
23. The agency will also be responsible for any dispute arises among the security guards. The contractor shall always keep the department indemnify and harmless against all damages and claims causing there from.
24. The Department reserves the right to recover part or whole of any outstanding claim of the department against the contractor from the security money or any outstanding bill.
25. The contract will be made initially for a period of 12 (Twelve) months and which can be extended for 12(Twelve) Months more based on satisfactory performance and rates quoted should be valid for the said period. No escalation will be entertained beyond the accepted rate.
26. The nos of security personnel to be required is provisional and may be changed as per requirement of the department with a prior notice of 15(fifteen) days. Any claim for discarding additional personnel deployed due to actual requirement of department on modified conditions for the overall interest of the department will not be entertained.
27. The contractor shall have to make good losses, if any, sustained by the Government and/or colony occupants due to lack of guarding and security measure if established after proper enquiry by the competent authority if desired by the Engineer-in-charge or competent authority. If the lapses of the agency already recorded and established, question of referring the matter to competent authority will not arise and decision of the Engineer-in-charge in this matter will be final and binding.
28. The entire security deposit free off interest will be refunded to the contractor on successful completion of contract period subject to the availability of fund.

Sd/-
Executive Engineer
Mahananda Barrage Division

Form – 4

Declaration against Common Interest

I / We, Sri / Smt. _____, the
authorized signatory on behalf of _____ do
hereby affirm that I/We/any of the member of
_____ bidding against NIQ No.
_____ Sl.No. _____ do not have any common interest either as a
partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in
the same serial for the work I / We want to participate.

Date :

Signature

Memo no:- 2089/17/3T-2

Dated - 05-12-2016

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

01.	Chief Engineer, Teesta Barrage Project, Teesta Sech Bhawan, 2 nd Mile Sevoke Road, Siliguri.
02.	Superintending Engr., Mahananda Barrage Circle, Tinbatti. Siliguri w.r.t. his Memo No.1500/1S-1(V), Dated. 21.07.2016.
03.	Superintending Engr., Teesta Barrage Circle, Teesta Sech Bhawan, 2 nd Mile Sevoke Rd.Siliguri.
04.	Superintending Engineer, Teesta Canal Circle, Karnajhora, Raigang.
05.	Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbattimore, Siliguri.
06	Superintending Engineer North East Irrigation Circle –I, Club Road, Jalpiguri.
07	Superintending Engineer North East Irrigation Circle –II, Club Road, Jalpiguri.
08	Nodal officer of e-Quotationing. Irrigation & Waterways Department Jalsampad Bhawan, 7th Floor, Salt Lake City, Kolkata-700091 with the request to upload this NIQ in the Departmental website: wbiwd.gov.in (Sent to the e-mail : dvcsc6816@gmail.com /irrigationhelpdesk@gmail.com)
09/15	Executive Engineer, Mahananda Canal Division/Teesta Canal Division.-I, Teesta Canal Division.-II/ Teesta MoNIQoring &Evaluation Division/ Teesta Resources Division-I/ Siliguri Irrigation Division, Siliguri/ Teesta Barrage Division, Oodlabari, Jalpaiguri
16	Divisional Accounts Officer ,Grade- II of this office.
17.	Notice Board.

Sd/-
Executive Engineer
Mahananda Barrage Division