



## **Government of West Bengal**

**Irrigation & Waterways Directorate.**

**Office of the Executive Engineer.**

**Purulia Investigation & Planning Division.**

**Bhatbandh Irrigation Colony, Purulia-723101.**

**E-Mail: pipd.irrigation@gmail.com**

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### **NOTICE INVITING E- QUOTATION**

**Memo No.:-552**

**Dated:- 11-07-19**

#### **Notice Inviting e- Quotation No:- WBIW/EE/PUAPWI001/e-NIQ-01/2019-20**

Encrypted electronic bids are hereby invited by the **Executive Engineer, Purulia Investigation & Planning Division**, Irrigation & Waterways Directorate on behalf of the Governor of the State of West Bengal through a single stage two part e-Procurement System; (Part I: Techno-commercial bid and Part II: Financial bid) for the 'LIST OF WORKS' given in the next page from eligible bonafide contractors/agencies/bidders having specified Pre-Qualification (eligibility) credential for execution of works of similar nature and desired financial capabilities. The technical bid in Part-I would require the bidder to qualify for the next phase of financial bid: Part-II, in which L1 bid price would determine the final selection and acceptance of a bidder for award of the Procurement of Goods & Works contract.

Intending contractors/bidders desirous of participating in this e-Quotation are required to login to the Government of West Bengal e-Procurement website having URL <https://wbtenders.gov.in> and locate the instant Quotation by typing **WBIW/EE** in the search engine provided therein, or by logging-in using their assigned User ID and password. They may also visit the official website of the Irrigation & Waterways Department, Government of West Bengal [www.wbiwd.gov.in](http://www.wbiwd.gov.in) to locate the same e- Quotation by scrolling the "e-Procurement" link.

Contractors/bidders willing to take part in the e- Quotation are required to obtain a valid Digital Signature- Certificate (DSC) from any of the authorized 'Certifying Authorities' (CA) under Controller of Certifying Authorities (CCA), Department of Electronics & Information Technology (DEIT), Govt. of India. (viz. NIC, n-Code Solution, Safescrypt, e-Mudhra Consumer Services Ltd, TCS, MTNL, IDRB) or as notified by the CA /Finance Department, GoWB from time to time. DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from any of the above CA, they are required to register the fact of possessing the DSC through the registration system available in the above mentioned websites. A list of such licensed CAs' are also available in the CCA website [cca.gov.in](http://cca.gov.in). The prospective contractors / bidders may contact the Departmental e-Tendering/ Quotation Help desk located at the 7th Floor of Jalasampad Bhavan at Bidhannagar, Sector-II, Kolkata, through e-mails [irrigationhelpdesk@gmail.com](mailto:irrigationhelpdesk@gmail.com) and [dvsc6816@gmail.com](mailto:dvsc6816@gmail.com) or Telephone No. 033-23346098 and the State Level e-Procurement Help Desk located at the Ground Floor of Jalasampad Bhavan through e-mail [wbehelphdesk@gmail.com](mailto:wbehelphdesk@gmail.com) or Ph:(033)-2334 5161 on any working day between 10.30AM-5.30PM for any query on e- Quotationing procedure, obtaining DSC and free of cost training on e-Procurement procedure.

Intending contractors/bidders are required to download the e- Quotation documents directly from either of the websites stated above. **This is the only mode for submission of a Quotation.** The interested bidders eligible for the Quotation are required to submit their bids through the e-Procurement System using their valid DSC e-Token with assigned PIN using login ID and password. Details of e-filing procedure for

participating in e- Quotations under State Government have also been explained in the 'Bidders' Manual', available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in).

**Last date & time of submission of bids online is 29-07-19 at 17.30 Hrs**

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

All information published in the website consisting of e-NIQ and other related documents uploaded by the selected bidder, WB Works Contract Form No. 2911(i)/2911(ii), Bill of Quantities (BOQ), EMD exemption order, if any, corrigenda and drawings etc. if any, shall form a part of the Agreement / contract document.

## **LIST OF WORKS**

**Notice Inviting e- Quotation No – WBIW/EE/PUAPW1001/e-NIQ-01/2019-20**

**Memo No-e- 552**

**Date-11-07-19**

Sl no	Name of Work	Quoted Rate (Rs)	Time allowed for Completion	Earnest Money (Rs.)	Time of Guarding	Number of Guards /day	Eligibility of Contractor
1	2	3	4	5	6	7	8
01	Temporary guarding arrangement by private Security Guards in Tatko Dam & Spillway including Tatko field hostel campus	As per bidder	365 days	25000.00 (Twenty five thousand only)	a) 6 A.M to 2 P.M	Two nos.-Without Arms	Bonafide Contractors/ Bidders having sufficient experience for execution of similar nature of work within last 5 years of PQ work credential amount in <b>Rs.3.00 Lakh</b>
					b) 2 P.M to 10 P.M	Two nos.-Without Arms	
					c) 10 P.M to 6 A.M	One no.-Without Arms One no-With Arms(Gun)	
02	Temporary guarding arrangement by private Security Guards in Lipania Dam & Spillway including Lipania field hostel campus	As per bidder	365 days	25000.00 (Twenty five thousand only)	a) 6 A.M to 2 P.M	Two nos.-Without Arms	Bonafide Contractors/ Bidders having sufficient experience for execution of similar nature of work within last 5 years of PQ work credential amount in <b>Rs.3.00 Lakh</b>
					b) 2 P.M to 10 P.M	Two nos.-Without Arms	
					c) 10 P.M to 6 A.M	One no.-Without Arms One no-With Arms(Gun)	

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

**Note:-a) It is mandatory to maintain minimum wages of the staff in accordance with the minimum rates of Wages published by the Joint Labour Commissioner, West Bengal.**

**b) The rate of Security Guard (ordinary) & Security Supervisor means Un-Skilled labour and Semi-Skilled labour. To arrive at the unit rate, consider the present minimum wages per head per day, EPF, ESI & Welfare Cess as per prevailing Govt. rule and provide the service charge also. The rate should be quoted inclusive all taxes, Royalty, cess, GST, and other charges as applicable. Necessary deduction shall be made from bill as per existing Govt. rules in force.**

**c) Payment will be made as and when fund is available.**

## **General Terms and Conditions and Information**

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

All Bonafide Indian contractors/Agencies/Organizations, Registered Companies/ Firms including Registered Partnership Firms, Proprietorship Firms, Registered Consortiums & valid 'Joint Ventures' and contractors/bidders of equivalent grade or class having Credential from the Government of West Bengal, Union Government Departments/ Other State Government Departments/ Engineering Wings of GoI /IRCON/RVNL/NHPC, Autonomous Project Authority and other similar organizations of GoI and State Governments/PSU and Corporations of Government of India and other States having successfully completed at least one similar nature project and not otherwise debarred are eligible to participate subject to fulfilling the other eligibility criteria laid down in the subsequent paragraph. Consortiums and Joint Ventures are not allowed to participate in tenders/ Quotation of value up to Rs. 45.00 lakh.

### **2. Participation in more than one serial of work out of list of works published in one e-NIQ.**

Any contractor/bidder may bid for any number of Serials of work in a particular e-NIQ, if more than one work have been published in that e-NIQ, subject to fulfillment of all of the following conditions:

- a. There should be full compatibility (matching between the technical PQ credential submitted by the bidder in the form of Credential Certificate (CC) along with other relevant documents as stated under Clause 3.2B III) relating to any work successfully completed by the bidder and technical PQ criteria specified in the e-NIT for any particular serial of works for which the bidder intends to bid. In other words, technical PQ credential certificate along with relevant documents submitted for any work should at the minimum; satisfy the technical PQ eligibility criteria specified for that work. Normally there should be separate CC along with relevant documents for each of the serial of works, the bidder intends to bid and the serial number relevant to the CC should be clearly written on the body of the CC and also on the other documents stated under **Clause 3.2B III**. However, the bidder will also reserve the right to submit one CC along with relevant documents for bidding in more than one serial of work, provided cumulative technical PQ credential of all such serials should be fulfilled by one single CC. In such case also, serial numbers of the relevant works for which the CC is submitted should be clearly written on the body of the CC by the bidder. Omission of serial numbers on the body of the CC and also on the other documents stated under **Clause 3.2B III**, in case of bidding for more than one serial will lead to rejection of all the bids.
- b. Average of gross annual turnover of the individual bidder/Organization/consortium or Joint Venture for any three financial years within preceding five financial years, as stated under Clause 7V, should not less than the summation of turnover

### **3. Submission of bid**

#### **3.1 General procedure for submission of e-bid**

Bids are to be submitted electronically in the on-line mode through the e-Procurement portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in). All documents uploaded by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. Contractors/bidders are required to upload the entire quotation documents along with all other relevant PQ credential documents as asked for in the e-NIQ, electronically, through the above portal within the stipulated date and time as notified in the e-NIQ. Quotations are to be submitted in two parts/folders at the same time for each work, one being '*Technical Proposal*' and the other '*Financial Proposal*'. The contractor/bidder should carefully go through all the documents of the e-Quotation and upload the scanned copies of his/her/their original documents in 'Portable Document Format' (PDF) files in the designated links in the web portal as their '*Technical Bid*'. He/she needs to fill up the financial offer/bid price/ rates in percentage above or below or 'At-Par' in the downloaded BOQ of the work in the designated cell in '**Excel sheet only**', and upload the same in the designated link of the portal as their '*Financial Bid*'. Documents uploaded are virus scanned and required to be digitally signed using

their 'Digital Signature Certificates' (DSC). Contractors/bidders should especially take note of all the *Addenda* or *Corrigenda* notices related to the e- Quotation and upload all of these documents forming a part of their e-bid as Quotation document. Documents digitally signed and uploaded in the e-Tender/Quotation portal by the contractors/bidders containing requisite information & financial bid/rate comprising '*Technical bid*' and '*Financial bid*' are submitted concurrently, which cannot be changed after end date and time fixed for submission of the e-Quotation. Extension of last date for bid submission by insertion of any date Corrigendum is to be made after last date of bid submission has passed, when the no. of bids received is less than three. In that case an extension notice is to be issued before opening of the technical bid. However, such extension may generally be made for at least 5 clear days which would be counted from the date of publication of the Corrigendum notice. Extension of bid submission period is to be published in at least one widely circulated daily Newspaper. Except for date Corrigendum, all other Corrigendum if issued, the Quotation would have to be extended by 7 (seven) calendar days. After opening of the technical bids, the date cannot be extended, however re-Quotation may be invited. Extension of dates cannot be treated as 2nd or subsequent call. Extension of last date and time for bid submission by issuance of a Corrigendum shall not be treated as 2nd Call or Re-Quotation.

### 3.2 Technical Proposal

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

Cover No	Cover	Document Type	Descriptions
1	Pre-Qual/Technical	.pdf	NIQ_Corrigendum
		.pdf	Agreement_2911
		.pdf	Forms
		.pdf/jpg/WinRAR	Drawings
		.pdf/jpg	BAR_CHART
2	Finance	.xls	BOQ

#### 3.2 A Descriptions of Technical (Pre-Qual) Covers

- i. **'NIQ\_Corrigendum folder':** e-Notice Inviting Quotation is *to be downloaded in entirety, digitally signed and uploaded during e-bid submission in "NIQ\_Corrigendum" folder.* '**Corrigenda/Addenda**' if published in connection with the NIQ is to be digitally signed and uploaded in the '**NIQ\_Corrigendum**' folder merged with e-NIQ documents during e-bid submission.
- ii. **'Agreement\_2911' folder:** Contract /Agreement in WB Form No. 2911(i) published in the e-Quotation is *to be downloaded digitally signed and uploaded during e-bid submission in Agreement\_2911 folder.*
- iii. **'Forms' folder:** Applications for e- Quotation vide self declaration format in specimen Form-1 , Self declaration of bidder not having common interest as a different bidder organisation in any other work Quotationed under different serials of this particular e-NIQ *vide specimen Form-2*, and self declaration on antecedents and performance of the bidder in specimen Form-4.  
  
*All above are to be filled up completely, digitally signed and uploaded during bid submission in "Forms" folder.*
- iv. **Drawings folder:** The GAD/Plan/Map published in the e- Quotation by the Tender/ Quotation Inviting Authority is  
to be downloaded by the bidder digitally signed and again *uploaded during e-bid submission in "Drawings" folder*
- v. **BAR\_CHART folder:** BAR CHART/Work Programmes in other Networking Methods prepared by QIA in *pdf* file defining the Physical Milestones of the construction period for implementation of the project is to be downloaded by the bidder digitally signed and again *uploaded during e-bid submission in "BAR\_CHART" folder*

### 3.2A.NOTE:

- i. Contractors/bidders are required to keep track in the e-Procurement website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) for all the Addenda or Corrigenda notices and documents published in connection with a particular e-Quotation within the bidding period and upload the same, digitally signed by him/her along with their e- bid. Quotations submitted without Addendum/Corrigendum are liable to be treated as incomplete and thereby liable for disqualification or rejection.
- iii. Form 1, Form 2, Form 3 (for companies etc.) and Form 4 are taken from bidders by QIA as bidders self declarations' or undertakings. These formats are specimens or samples only, which are to be firstly downloaded by the bidders from the NIQ in e-Procurement portal, filled up completely and again uploaded with their electronic bids.

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

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

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

Sl. No.	Category	Sub-category	Sub-category description	Remarks if any
I	Certificates	1. certificates.pdf 2. GST_registration_certificates.pdf	1 Latest Professional Tax Payment Certificate (PTPC) or, PT deposit challan for current financial year or Government Order for exemption in other States where ever applicable. 2 Valid PAN Card in the name of bidder/organisation 3 Income Tax Return of current Assessment year or, IT Return of immediate preceding Assessment year whichever is ;attest available 4 Valid GSTIN under GST Act & Rules 5 Individual deposit challan (up to date) of Employees Provident Fund & Employees State Insurance Corporation. 6 Licence to engage in the business of Private Security Agency valid up to date of opening of the Quotation. Licence issued from Joint Secretary, Home Department, Govt. of West Bengal. 7 Valid Trade Licence of running business. 8 Valid EPF Registration Certificate.	Refer to Clause 3.2C(I) for details
Sl. No.	Category	Sub-category	Sub-category description	Remarks if any
II	Company Details	companydetails.pdf 1 companydetails.pdf 2	1 For Proprietorship Firms, Partnership Firms, Registered Companies, Registered Co-operative Societies Valid Trade License/ acknowledgement or Receipt of application for Trade License/ Revalidation OTHER REQUIREMENTS:- 2 For Partnership Firms: Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms 3 For Companies: Incorporation Certificate, Memorandum of Articles of ROC, List of current owners/ Directors/Board Members 4 For State Registered Co-operative Societies: Society Registration certificate from ARCS of the State, Society by-Laws, latest available Auditor's Report of Directorate of Co-operative Audit within proceeding five years as per Societies Act & Rules	Refer to Clause 3.2C(II) for details

<b>III</b>	<b>Credential of works</b>	1. Credential pdf 1 2. Credential pdf 2	1 Work Order/ Award of Contract or LOA/LOI duly authenticated by issuing authority. 2 Pre-Qualification (PQ) Work credential of one 100% completed work as desired in the NIT as the Credential Certificate (CC) duly authenticated by competent authority.	Refer to Clause 3.2C(III) for details
<b>IV</b>	<b>Financial credential</b>	Payment certificate.pdf	All 100% Payment Certificates of competent authorities during preceding Five FY. IT Return of bidder in three FY, or Audited Profit & Loss Accounts statement of any three financial years within the zone of preceding five financial years whichever is available.	Refer to Clause 3.2C(IV) for details

\* OID denotes Other Important Documents.

**Note:**

- i. It is desirable though not mandatory that all documents stated above in PDF files shall be uploaded by bidders only in specified designated folders. No off-line document will be accepted and considered during Quotation evaluation stage from bidders before publishing of final selection of L1 by publication of FBE sheet verification by TEC may be undertaken directly from PQ Credential issuing authority.
- ii. Validity of documents submitted by bidder shall be stand determined on the date of publication of Quotation notice (e-Notice Inviting Quotation)

**3.2 C(I) Certificate/s:** The documents mentioned below under Serial a, b & c are to be uploaded as 'PDF' files in Certificate.pdf1 (*name of the file should be "certificates.pdf"*)

The document mentioned under Sl. d below is to be uploaded in GST Registration Certificate.pdf2 file

- a. Latest available Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States if applicable.
- b. Valid PAN Card of the bidder/s are required;
- c. Income Tax Return of current Assessment Year or, IT Return of immediate preceding Assessment year under IT Act & Rules, whichever latest available with the bidder.
- d. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules of the bidder to be uploaded in 'GST registration certificate pdf'.
- e. Individual deposit challan (up to date) of Employees Provident Fund & Employees State Insurance Corporation.
- f. Licence to engage in the business of Private Security Agency valid up to date of opening of the Quotation. Licence issued from Joint Secretary, Home Department, Govt. of West Bengal.
- g. Valid Trade Licence of running business.
- h. Valid EPF Registration Certificate.

**3.2C(II)** All documents mentioned in tabular format under **Clause 3.2B** and also explained below should be uploaded during electronic bid submission in PDF files with the *name of file should be "companydetails.pdf"*

- i. For Partnership Firms: Documents of Registration of Partnership Firms in the certified copy of 'Form No. VIII,' issued under Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms. In case a Partnership Firm is yet to receive Form No. VIII, a "Memorandum" issued by the Registrar of Firms may also be accepted.
- ii. For Companies: Incorporation Certificate, valid Trade License or acknowledgement of issuing authority of receipt of application for Trade License / renewal, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of owners/ Directors/Board Members are to be uploaded with the e-bid.
- iii. For State Registered Co-operative Societies:
  - a. Society Registration certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 and all amendments.
  - b. Latest Auditor's Report of Directorate of Co-operative Audit under Department of Co-operative, Government of West Bengal within preceding five financial years as per Societies Act & Rules.

### **3.2C(III) Eligibility criteria based on Credential of work/Prequalification Work Credential “*credential.pdf*”**

- i. Work Order/Award of Contract or the Letter of Acceptance (LoA) duly authenticated by the competent issuing authority is to be submitted under Technical cover (*name of file should be “credential.pdf 1”*).
- ii. Pre-Qualification (PQ) credential of one 100% completed work of Gross Notional Value as desired in the NIQ as the Credential Certificate (CC) duly authenticated by competent authority. (*Name of file should be “credential.pdf 2”*).

### **3.2C (IV) PQ Financial credential:** In ***payment certificate.pdf*** folder under OID cover

- a. Disqualification during PQ evaluation of financial capability of bidder shall not be decided during technical bid evaluation by TEC up to work of Rs 45 lakh, as no minimum financial capacity is fixed, except if reveals from documents beyond any doubt of the financial liquidity & bankruptcy of the bidder, determining absolute incapacity to execute the work.
- b. But, i. ‘Payment certificate’ of works authenticated by appropriate authority for preceding three Financial Years, or, ii. Valid Income Tax Returns for preceding three FY, or, iii. Audited Profit & Loss Accounts statements of three FY, any one of i, ii, or iii as a complete set for three FY within zone of immediate preceding five FY is to be uploaded in ***payment certificate.pdf*** folder under OID cover, else the bidder may be disqualified. Name, address, contact no. and registration no. of auditor Firm is desirable for Profit & Loss accounts statement, if submitted.

- Note:**
- a. *If the bidder Company/Firm was set up less than three years ago, audited balance sheets and P/L Accounts for the number of years since inception are to be submitted under Technical cover and the average value would be evaluated only for the period since inception and not three years. Credential Certificate (CC) given as PQ Work Credential may also contain payment certificate and in those cases separate payment certificate is not required.*
  - b. *No file in Technical / Pre-Qual cover or OID cover folder is allowed by the system to be kept blank/empty. Where ever the forms and documents are uploaded by the Tender/ Quotation Inviting Authority, the same is to be downloaded, duly filled up, converted to pdf file, and again uploaded after digital signing, forming a part of Quotation document. These formats are specimens or samples only and deviation from specimen format is not a sufficient ground for rejection of the bid. Relevant blank Forms are to be firstly downloaded by the bidders from the NIT in e-Procurement portal, filled up completely and again uploaded with their electronic bid. No offline document is acceptable from bidders by TEC during evaluation stage.*

### **3.3 Financial proposal / bid under Financial cover:-**

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

- i. **Bill of Quantities (BOQ):** The contractor/bidder is required to quote the financial offer/bid price or rate as item rate including all taxes (GST, Cess etc) in the space marked for quoting rate in the BOQ of the quoted work.
- ii. Only the downloaded sheet of the above document in Excel format is required to be uploaded by the contractor/bidder.
- iii) **The Bidder strictly follows the Latest Circular of Joint Labour Commissioner, West Bengal for calculate the unit rate.**
- iv) **The rate should be quoted inclusive of all taxes, GST and all other incidental charges as applicable. Necessary deduction shall be made from bill as per existing Govt. rules in force.**
- v) **The bidder shall quote the rate online through computer in the space marked for quoting rate in the BOQ.**
- vi) **The bidder (Technically qualified) has to submit the hard copy (off line) of the Analysis of his quotation in their letter head signed by authorised person.**
- vii) **BOQ without a valid numeric rate at the space provided in the BOQ will be rejected.**

### **4.00 Earnest Money Deposit and Quotation Fee**

#### **i. Quotation Fees:**

Entire set of e-Quotation documents are made available free of cost through the State Government e-Procurement portal having URL <https://wbenders.gov.in> and also available in the e-Procurement



link of Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). Cost for Quotation documents will not be charged even during execution of a formal contract/agreement. However, the contractors/bidders may wherever necessary shall be suitably charged for additional/multiple copies of drawings, specifications, Schedule of Rates booklet etc. and such fee may be suitably determined by the Tender/ Quotation Inviting Authority as per existing Rules.

**i. Earnest Money Deposit (EMD):**

Bidders are required make payment of Earnest Money (EMD) through the e-Payment banking system, on-line and should read in advance the instructions carefully, particularly those contained in the challan generated in the e-transaction of the portal, if opted for EMD payment through RTGS/NEFT. Only if the bidder is exempted from payment of EMD by the State Finance Department, the Govt order for such exemption is to be uploaded while opting for EMD exemption category. Any misjudgement and resultant non submission of EMD will lead to rejection of the bid. Finance Department has exempted from payment of EMD to State Registered Labour Cooperative Societies, Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited & Britannia Engineering Limited only. State & Central Govt SSI Units are exempted from EMD for Quotations for procurements and supply of **Goods only** and not works contracts. However, all other PQ credentials are to be fulfilled by each

**A. Login by bidder:**

- a. A bidder desirous of taking part in an 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:
  - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
  - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
  - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
  - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering/quotationing authority.
  - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.
- b. Payment through RTGS/NEFT:
  - i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
  - ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
  - iii. Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
  - iv. If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.
  - v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-quotation.
  - vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

**Note:** EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-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 e-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 for fully (100%) completed works during the current year and last five financial years will only be accepted as credential.
- ii. Credential Certificates should clearly show the Name, Address, Contact No of the office and Designation of the officer issuing the work credential along with the Name of work and the Amount put to quotation. Illegible certificates and certificates having incomplete information may be rejected.
- iii) Credential Certificates (CC) of successfully completed works in any Department/autonomous authority of the Government of West Bengal will be considered. CC of 100% completed works executed under any other State / Central Government Ministry / Department / Nationalised Financial Institution Organisation / Govt. Undertaking / Govt. Enterprises or Government Institutions or Local Government Bodies(Municipalities, Zilla Parishad & Panchayat Samities within West Bengal, will also be considered as valid PQ Credential. 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 the BDO & Executive Officers or equivalent administrative officers respectively. It is desirable to have telephone and FAX or e-mail addresses of the signatory of the CC for all offices outside West Bengal for verification purposes.

## 6. Pre-Qualification (PQ) eligibility criteria

Prequalification (PQ) eligibility of a contractor/ bidder based on one single 100% completed works contract and financial capacity achieved within the zone of last five financial years will be determined as per Rules stated below:

- 6 I (a). Firstly, the gross value of the work submitted as PQ Credential as per CC of similar in nature completed during the current financial year before date of publishing of e-NIT or within the preceding five FY will be multiplied by the following factors to take care of the inflationary effects to arrive at the gross notional amount.

Year	Description	Multiplying factor to arrive at gross notional amount
Current	The financial year of floating of NIT	1.00
1 <sup>st</sup>	1 year preceding the current financial year	1.08
2 <sup>nd</sup>	2 years preceding the current financial year	1.16
3 <sup>rd</sup>	3 years preceding the current financial year	1.26
4 <sup>th</sup>	4 years preceding the current financial year	1.36
5 <sup>th</sup>	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 PQ submit work credential of having completed the same job either wholly or partly, then in such case the PQ 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 during technical evaluation of the quotation. If the PQ Credentials submitted by hitherto contractors/bidders are for different works, then both the PQ Credentials will be considered for determining the eligibility criteria of the individual contractors/bidders.

## 6 II. Financial proposal of any contractor/bidder will come under consideration only when the Technical PQ criteria mentioned below are satisfied and fulfilled in the Technical Bid Evaluation stage.

Gross notional amount calculated from Credential Certificate (CC) of a single works contract completed within the zone of immediate preceding five financial years on the date of this e-NIT, issued in favour of the contractor/bidder /Agency/Firm/Registered Co-operative Society for a similar work defined in the Quotation should be at least PQ work credential amount in **Rs.3.00 Lakh**. The power to decide on the criteria of similarity rests without any prejudice, solely with the Bid Evaluation Committee (TEC).

## 7. Additional eligibility criteria for participating in more than one serial of work in a e-NIQ

If the same bidder bids separately for on behalf of another Firm or in a different capacity having financial interests in the same work, all the Quotations would be rejected.

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

If a contractor/bidder fails to physically produce the originals of documents (especially the Credential Certificates and P/L accounts with audited balance sheets), or any other bid document on demand by the Quotation Evaluation Committee (HTEC/TEC) which were submitted as soft copies in PDF files with their e-bids within a specified time frame, need arising due to any material deviations detected in the uploaded soft copies, leading to specific doubts which could not be cleared by enquiry from issuing authority of these documents or if there is any suppression/distortion/falsification noticed/detected/ pointed out at any stage of the e- Quotation process at any stage prior to signing of Contract-Agreement or the issue of LOA or AOC, the Quotation Inviting Authority will immediately bring the matter to the notice of the concerned Chief Engineer and appropriate penal measures as stated in Clause 10 below will be taken. The concerned

Chief Engineer then will issue the necessary order in writing with intimation to the defaulting contractor/bidder, other Chief Engineers, Centralized e- Quotation Cell and also the Government in the Irrigation & Waterways Department. Copy of the order/starting penal measures should invariably be communicated to the Nodal Officer, e-Governance Cell of the Department with a request for uploading the order in the Departmental website in the link “List of suspended/debarred contractors”.

## **9. PROCEDURE FOR SUSPENSION AND DEBARMENT OF SUPPLIERS/ CONTRACTORS**

### **A. SCOPE:**

The procedures laid down in subsequent paragraphs shall govern the suspension and debarment of suppliers, contractors and bidders (“Contractors” for brevity) involved in Government procurement for offenses or violations committed during competitive bidding and contract implementation, or even later for the works under Irrigation & Waterways Department, Government of West Bengal. The concerned Chief Engineer shall publish the suspension and debarment order in the Departmental website with the approval of I&W Department in the designated link within 1 (one) working day of issuance of such order. The TIA shall recommend the case to HTEC/TEC who with opinion of Chief Engineer will place it before DTC/QBEC/DTTC for approval.

### **B. PROHIBITION ON SUSPENDED / DEBARRED PERSONS / ENTITIES TO PARTICIPATE IN THE BIDDING OF GOVERNMENT PROJECTS / CONTRACTS OF THE DEPARTMENT**

A person / entity that is suspended / debarred by a procuring entity shall not be allowed to participate in any procurement process under Irrigation & Waterways Department during the period of suspension / debarment unless the same has been revoked by the competent authority.

A Joint Venture or Consortium which is suspended / debarred or which has suspended / debarred member/s and/or partner/s as well as a person/entity who is a member of suspended / debarred Joint Venture or Consortium shall, likewise, not be allowed to participate in any procurement process under Irrigation & Waterways Department during the period of suspension / debarment unless the same has been revoked.

### **C. DEFINITION OF TERMS:-**

- i. **Bidder:** A person/Contractor/Agency/Company/Society/Corporation participating in the procurement process and/or a Person/Contractor/Agency/Joint Venture/Consortium/ Corporation having an Agreement/ Contract for any procurement with the Department shall be referred as bidder.
- ii. **Bid Evaluation Committees or Tender/ Quotation Evaluation Committees (HTEC/TEC/QBEC in short):**
  - a. Bid / Quotation Evaluation Committee’(TEC) for the bids upto Quotation value of Rs. 45.00 lakh (TEC) invited by the Executive Engineer will be comprising of i) Concerned Executive Engineer as Chairperson and Convener, ii) Assistant Engineer concerned to the work as Member, iii) Another Assistant Engineer from Division as Member or the Junior Engineer posted as the Divisional Estimator.
  - b. or, Evaluation Committee constituted by the Department from time to time.
- iii. **Consolidated Debarment List:** A list prepared by the Departmental Debarment Committee/Chief Engineer containing the list of bidders debarred by the Irrigation & Waterways Department, Government of West Bengal. The list would be displayed prominently in the designated link in website of the Department clearly stating the period of suspension/debarment.
- iv. **Contract implementation:** A process of undertaking a project in accordance with the contract /Agreement documents.
- v. **Debarment:** An administrative penalty, in addition to the contract/Agreement provisions, disqualifying a bidder from participating in any procurement process under Irrigation & Waterways Department, Government of West Bengal for a given period.
- vi. **Debarred Bidder:** A Bidder who was disqualified by the competent authority of the Irrigation & Waterways Department, Government of West Bengal.
- vii. **Department:** Irrigation & Waterways Department, Government of West Bengal
- viii. **Entity:** A person/Contractor/Agency/Joint Venture/Consortium/Corporation participating in the procurement process and/or a Person/Contractor/Agency/Joint Venture/Consortium/Corporation having an agreement/ contract for any procurement with the Department shall be referred as entity.

- ix. **Offence:** A violation or breach of the Constitution of India, laws, regulations, laid down procedure, etc under Prevention of Corruption Act, 1988, Code of Criminal Procedure, 1973 u/s 195(1) and Section 197(1), Competition Act, 2007 and IT Act, 2000 as amended.
- x. **Procurement:** It is the act of buying goods, services or works from an external source. It is favourable the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the acquirer in terms of quality and quantity, time and location.
- xi. **Procuring Entity/Authority:** The officer authorised by the Irrigation & Waterways Department, Government of West Bengal for procurement.
- xii. **Suspension:** Temporary disqualification of a bidder from participating in the procurement process of Irrigation & Waterways Department for a period of 6 (six) months when an offence is made against a bidder.

#### **D GROUNDS FOR SUSPENSION AND DEBARMENT**

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
- iii. Unauthorised use of one's name/digital signature certified for purpose of bidding process.
- iii. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favour.
- iv. All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complaints about any bidder, posting baseless allegation about any officer duly authorised by the Department, restraining any interested bidder to participate in the bidding process etc.
- vi. Refusal to accept an award after issuance of 'Letter of Acceptance' or enter into contract with the Government without justifiable cause.
- vii. Refusal or failure to post the required performance security/earnest money within the prescribed time without justifiable cause.
- viii. Subcontracting of the contract or any part thereof without prior written approval of the procuring entity.
- ix. Failure solely due to fault or negligence of the Contractor, to mobilize and start work within the specified period as mentioned in the 'Letter of Acceptance' / 'Letter of Acceptance cum work Order' / 'Work Order' / 'Notice of Process' / 'Award of Contract' etc. ultimately resulting in rescindment of contract.
- x. Failure to fully and faithfully comply with the contractual obligations without valid cause, or failure to comply with any written lawful instruction of the procuring entity or his representative(s) pursuant to the implementation of the contract, ultimately resulting in rescindment of contract.
- xi. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and / or unsatisfactory or inferior quality of goods, vis a vis as laid down in the contract.
- xii. Refusal or failure to upload a self-declaration in specimen format of Form-4 to the effect of any previous debarment imposed by I&WD, any other Department of State Government and or Central Government.
- xiii. Wilful or deliberate abandonment or non-performance in a project or contract by the contractor / suppliers resulting to substantial breach thereof without lawful and / or just cause(s).

#### **E. CATEGORY OF OFFENSE:**

- a. First degree of offense: Clause 9 D (i) up to (vii), (xii) & (xiv) is to be considered as first degree of offense.
- b. Any of the offence under Clause (viii) to (xi) & (xiii) shall lead to termination of contract and its determinations in accordance with Clause (ii) & Clause (iii) of Agreement Form No. WB-2911 and simultaneous debarment for a period of 2 years
- c. Second degree of offense: Any one of the offenses as mentioned under Clause 9D (i) to (xiv), committed by a particular bidder/contractor/supplier on more than one occasion would be considered as second degree of offense. Period of debarment will be 2 times the corresponding period penalty applicable for 1<sup>st</sup> degree offence in addition to other penal provisions contained in 1<sup>st</sup> degree offence.

#### **F. Procedure and Rules of Debarment :**

Debarment procedure and rules are published as Departmental Notification to be read in conjunction with the Corrigenda issued from time to time , as may be seen in the Notification link of the Departmental website wbiwd.gov.in

**G. PENALTY FOR OFFENSE:**

- a. For committing 1<sup>st</sup> degree offense any of the cases referred under Clause 9 D (i) to (v), forfeiture of earnest money and debarment for a period of six months, if the offense is detected during technical evaluation. If the offence is detected after award of the contract and if the offender happens to be the agency selected for work, and such selection is made due to oversight, forthwith termination of the contract and determination of contract value in accordance with clause 3(ix) (c) of West Bengal Form No. 2911(i)/ (ii), and simultaneous debarment for a period of six months. Further, in case the offense is detected after completion of work and payment of final bill the Work credential earned would be declared as 'null and void', so that the same cannot be used in future as PQ credential for securing other works contracts in the Irrigation & Waterways Department, together with debarment for a period of six months.
- b. For committing 1<sup>st</sup> degree offense in any of the cases referred under Clause 9 D (vi), (vii),(xiii) to (xv), forfeiture of earnest money and debarment for a period of one year. For committing offenses under Clause 9D (xv), debarment period shall be for one calendar year preferably from the date on which the due date for submission of BG had expired (i.e 8<sup>th</sup> or 15<sup>th</sup> working day from date of receipt of LOA /LOI) by the concerned Chief Engineer to be notified in the Departmental website.
- c. For committing 1<sup>st</sup> degree offense in any of the other cases under Clause 9 D (viii) to (xii), termination of contract and its determination in accordance with Clauses 2 & 3 of West Bengal Form No. 2911(i)/(ii), including debarment for a period of two years.
- d. For committing 2<sup>nd</sup> degree offenses under above all categories, period of debarment will be twice the corresponding period for 1<sup>st</sup> degree offenses, in addition to other penal provisions for 1<sup>st</sup> degree offense.

**10. Taxes & duties to be borne by the Contractor**

In view of introduction of GST with effect from 01.7.2017, all the bidders intending to participate in this Quotation should offer their financial bids inclusive of GST applicable for entire composite works/Procurement of goods & services, labour intensive component contained in the BOQ. Income Tax, Royalty, GST (CGST, SGST, IGST), Construction Workers' Welfare Cess, Labour Insurances EPF 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, and no separate payment towards any of the statutory taxes rents or levies shall be made by the work implementing authority.

**11. Site inspection before submission of quotation**

Before submitting any quotation, the intending quotationers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation, communication facilities, climate conditions, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending quotationers may contact the office of the Executive Engineer, Purulia Investigation & Planning Division between 11.30 hours to 16.30 hours on any working day prior to date of submission of quotations.

**12. Conditional and incomplete quotation**

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

**13. Opening and evaluation of quotation**

**13.1 Opening of Technical Proposal**

- i. Technical proposals will be opened by the Quotation inviting authority or his authorised

representative electronically from the website stated above, using their Digital Signature Certificate.

- ii. Intending bidders may remain present if they so desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 3.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 3.2.B) will be opened. If there is any deficiency in the Statutory Documents, the quotation will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Quotation Evaluation Authority.

### **13.2 Process of Technical Evaluation in a Quotation**

Within 24 hours of uploading the TBO summary sheet containing Preliminary Technical Qualification result, any of the aggrieved bidder, may seek clarification / redressal / review from the TEC on the list of bidders, in writing/through e-mail with supporting facts / figures / documents. If such clarification /review relates to eligibility of other bidders, on the grounds of submission of false/ forged / manipulated / inappropriate credentials, modalities prescribed in the Departmental Notification shall be followed. In case, the review only seeks the eligibility of the applicant himself, views of the Quotation Evaluation Committee (QEC) would be communicated in writing to that bidder within next two (2) working days. If the bidder is not satisfied with the clarification of the QEC, he/she may appeal to the concerned Chief Engineer within 24 hours of receipt of communication from the QEC. The concerned Chief Engineer will dispose such complaints jointly, in associated with at least another available Chief Engineer within next 2 working days. Thereafter final Technical Evaluation Sheet (TBE) of the technically qualified bidders would be uploaded, after incorporating modifications if required. The QIA shall while uploading the final TBE summary sheet accept or reject electronically the admitted bids based on the advice of TEC as per TBE summary sheet. Thus at this stage the rejected bidders will get back their EMD. e-mail communication in official e-mail address of QIA or QAA shall be treated as a valid mode of communication. The minimum time period from date of TBO summary sheet uploading and TBE summary sheet uploading shall be 4 working days or more.

### **13.3 Uploading of list of technically qualified quotationers**

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

### **13.4 Opening and evaluation of Financial Proposal**

- i. Financial proposals of the bidders/contractors declared technically qualified by the Bid/Quotation Evaluation Committee will be opened electronically by the Quotation Inviting Authority in the web portal stated above on the pre-notified date and time.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors/ bidders remaining present at that time, else they may login their respective e-Quotation accounts to see the (CS) comparative statement in the web portal.
- iii. After opening the financial proposal, the preliminary summary result containing inter alia the names of contractors/bidders and the rates quoted by them will be uploaded and the result will be made available in the e- Quotation platform.
- iv. If the Tender/ Quotation Accepting Authority (TAA) is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he/she may after having the comparative statement test checked by the Divisional Accountant / Divisional Accounts Officer attached to his office and after their acceptance upload the financial bid evaluation summary sheet

or result containing the name of contractors/bidders and the rates quoted by them against each work.

- v. No post Quotation negotiations are permitted.
- vi. If there is no contractor/bidder or the number of contractors / bidders in the 1<sup>st</sup> Quotation is less than four, the e- Quotation has to be cancelled. In case of participation of more than four bidders, if the number of technically qualified bidder falls below four, the tender/e-NIT is to be cancelled as well and fresh e- Quotation vis-a-vis 2<sup>nd</sup> call e- Quotation or even 3<sup>rd</sup> call e- Quotation may be invited by suitably lowering of minimum eligibility criteria (work & financial) for bidders with wide publicity of Re-Quotation `notices through electronic and print media.
- vii. Final result after acceptance of the rate by the competent Authority has to be uploaded in the e-Procurement platform. Otherwise, the matter may be referred to the Government Appointed DTC and the appropriate Government for decision.
- viii. The Quotation Accepting Authority may ask the L1 bidder/ Quotation to submit analysis of rates to justify the rate quoted by that bidder after declaration of financial bid evaluation result.
- ix. If the lowest (L1) bidder/contractor backs out there should be Re-tendering/Re-quotationing in a transparent manner. In such a situation the TIA may call for re-tender/re-quotation with bid submission time period should normally be 14 days for value above Rs. 10.00 lakh, and 7 days for value exceeding Rs. 1.00 lakh but up to Rs. 10.00 lakh.

### **13.5 Quotation Accepting Authority (QAA)**

Authority to which the power has been delegated to accept tenders/ Quotation as per latest Finance Department Notification will function as the Quotation Accepting Authority (QAA) for evaluation of technical and financial proposals of works having tender/ Quotation value within his/her range of acceptance.

As per present delegation, TAA/QAA for different tenders/ Quotations within the range above Rs 0.10 Lakh upto Rs 45.00 Lakh would be as follows:

- i. For e-Tenders/ Quotation of value up to Rs 45.0 lakh (above Rs 5.00 lakh and up to Rs 45.0 lakh): Concerned Executive- Engineer, I&W Directorate.
- ii. For off-line Tenders/ Quotation of value from Rs 3.0 Lakh up to Rs 5.0 Lakh is to be tendered/ Quotationed in a single bid system in off-line mode to be accepted by concerned Executive Engineer , I&W Directorate. [off-line single bid Tenders/ Quotation]
- iii. For tenders/ Quotation of value up to Rs 3.0 Lakh relating to works only, is to be tendered/ Quotationed in a single bid system in off-line mode to be accepted by the concerned Assistant Engineer, I&W Directorate. [off-line single bid system Manual Quotations] on the basis of technically sanctioned costs.

### **13.6 Procedure to be followed for final acceptance of Quotation & Award of Contract**

- i. The lowest (L1) financial bid for all works Quotations is accepted as a rule. If for any reason the lowest (L1) bid is not accepted, reference is to be made to the appropriate Government for orders as to which of the contractor /bidder the work should be awarded.
- ii. 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-NIQ) shall have to be reviewed/relaxed 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.
- iii. If the number of valid bids received even in re- Quotation is less than four, it should be referred by the QIA to the DTC and even the appropriate Government along with the recommendation of the DTC for decision, in accordance with Finance Department Memorandum and other relevant orders in vogue at the time of publication of the e- Quotation.
- iv. All above tender/ Quotation rules applies for all types of works and procurements i.e Plan, Non Plan, deposit works Quotations.

### **14. General guidelines for acceptance of e-Quotation**

Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 13.4. The Quotation Accepting Authority reserves the right to distribute the work amongst more than one contractor/bidder with same L1 rate.

### **15. Signing of formal Quotation contract/agreement after acceptance of e- Quotation**



The contractor/bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Invitation (LOI) or Letter of Acceptance (LOA) in his / her favour, will have to execute a 'Formal Agreement' with the Engineer-in-Charge in quadruplicate in W.B.F. 2911(i)/2911(ii) and all other contract documents, entire set of which may be obtained free of cost from the office of the Executive Engineer, Purulia Investigation & Planning Division in-charge of the work Quotation.

If the selected L1 bidder fails to turn up even after 30 days after the initial 15 days from the date of uploading of the AOC in the e-Procurement portal or the despatch date of official communication for signing of the Contract/Agreement, the selected bidder is liable for penal actions which shall comprise blacklisting, debarring from future participation in Government Quotations, immediate forfeiture of the Earnest Money deposited in the Quotation other penal actions as stipulated under clause 9 & 10 of the e-NIQ, the Departmental Notification and also contained in contract W.B Form No. 2911(i)/ 2911(ii)/ Agreement.

**16. Payment against bills raised by the contractor**

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

The payment of 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.

**17. No cost escalation in any form is included in the Quotation Contract Agreement.**

**18. Bid Validity:** The Bid will be valid for **120 days** from the date of opening of the financial bid. However extension of bid validity may be considered if required, subject to written confirmation of the bidder(s) to that effect

**19. Acceptance of Quotation**

Quotation evaluation authority will recommended & forwarded the lowest rate to the Competent authority for acceptance. Lowest valid rate should normally be accepted. However, the Quotation Accepting Authority does not bind himself to do so and reserves the right to reject any or all the quotations, for valid reasons and also reserves the right to distribute the work amongst more than one quotationer.

**19.1 Rate Accepting Authority**

Rate Accepting Authority for this quotation is Officer-On-Special Duty (Superintending Engineer), I & W Dte. Purulia.

**19.2 Execution of formal agreement after acceptance of quotation**

The bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, have to execute 'Formal Agreement' with the Quotation Inviting Authority in duplicate copies with free of cost from the office of the Executive Engineer, Purulia Investigation & Planning Division.

**20. Payment**

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

The payment of 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.

## 21. Withdrawal of Bids

Withdrawal of e- Quotation once the bid has been submitted online and after passing of end date for submission and has been accepted for further processing, is not allowed. EMD will be forfeited by the Government and the L1 bidder/contractor penalised in terms of clause 8 referred earlier would be applicable.

## 22. Schedule of Dates for e-Quotation

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	12.07.2019 at 17.30 Hrs	To be made available with the e-NIT in the website
2.	Document Download start date	12.07.2019 at 17.30 Hrs	
3.	Bid submission start date	12.07.2019 at 17.30 Hrs	
4.	Document Download end date	29.07.2019 at 17.30 Hrs	
5.	Bid submission end date	29.07.2019 at 17.30 Hrs	
6.	Technical Bid opening date with preliminary result (TBO Sheet)	30.07.2019 at 10.30 Hrs	
7.	Uploading of the list of Technically qualified final list of bidders (TBE Sheet)	To be notified later	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date (FBO Sheet)	To be notified later	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE Sheet	To be notified later	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	To be notified later	
11.	Uploading of Award of Contract (AOC) (Work Order)	To be notified later	

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

QAA: e-Quotation Accepting Authority (Executive Engineer)

## **FORM 1**

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

### **APPLICATION FOR e-QUOTATION**

To,  
**The Executive Engineer**  
**Purulia Investigation & Planning Division, I&W Directorate.**

**e- Quotation No:- WBIW/EE/PUAPWI001/e-NIQ-01/2019-20**

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

Dear Sir,

Having examined the Technical PQ cover, OID cover, Corrigendum (\*optional) & entire e-NIT documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the work as per the tenders rules in e-NIT, terms & conditions, specifications, drawings, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911(i)/(ii) involving the e-Tender and Serial no of work stated above. I/We acknowledge that the making of our bid shall be regarded as an unconditional and absolute acceptance of the terms & conditions of the e-NIT. I/We also agree to remedy the defects during execution and upto end of security period of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda/corrigenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_

Full name of Bidder / Contractor: \_\_\_\_\_

Name in full of Signatory/s\*: \_\_\_\_\_

In the capacity\* of: \_\_\_\_\_

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

\*In case of Joint Venture & Consortium the Lead Member to submit this format.

(DIGITAL SIGNATURE OF BIDDER)

## **FORM – 2**

### **Declaration against Common Interest**

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

**Ref:- e- Quotation No:- WBIW/EE/PUAPWI001/e-NIQ-01/2019-20**

**e-Tender ID No.....**

**Sl. No. of work ..... (in the list of work in the e-NIQ)**

To,  
Executive Engineer  
Purulia Investigation & Planning Division, I&W Directorate,  
Irrigation & Waterways Directorate .

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that I/We/any of the member of..... bidding against e - NIT No. .... Sl. No. .... do not have any common interest either as a partner in any other partnership firm /consortium/Joint Venture or as Proprietor / Principal Share Holder of any other Firm/Company in the same serial for the work I / we want to participate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_

Full name of Bidder / Contractor: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

\*In case of Joint Venture & Consortium the Lead Member to submit this format.

(DIGITAL SIGNATURE OF BIDDER)

## **FORM –4**

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

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

**Ref:- e- Quotation No:- WBIW/EE/PUAPWI001/e-NIQ-01/2019-20**

**e-Tender ID No.....**

**Work Sl. No.....**

To,  
Executive Engineer  
Purulia Investigation & Planning Division, I&W Directorate,  
Irrigation & Waterways Directorate .

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that I/We/any of the member of..... bidding against e - NIQ No. \_\_\_\_\_ Sl. No. \_\_\_\_\_ are not black listed suspended or debarred from participation in State Government procurements and tenders in the Irrigation & Waterways Directorate, Government of West Bengal, other Departments of the State Government and Government of India on the date of publication of this Notice Inviting Quotation (NIQ).

If at a later stage this submission (undertaking) is found incorrect, the bidder company along with all its constituent members/owners/partners would be liable to penal actions as decided by the Government under the law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_

Full name of Bidder / Contractor: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

(DIGITAL SIGNATURE OF BIDDER)

## **TERMS AND CONDITIONS**

### **REGARDING SECURITY GUARDING ARRANGEMENTS**

**1) Agreement:**

This terms and condition will remain valid up to **One Year** from the date of engagement of the guards as per work-order of concerned authority. Agreement will be terminable on one month prior notice on either side. Tenure of engagement may be extended further at the accepted rate if mutually agreed.

**2) Duty Hours:** Security Guards for each category duty hours will be 8 hours in each shift.

a) In case shortage of Guards due to sick leave or other reason, alternative arrangement for replacement of guard will have to be made to avoid any kinds of breakage in the duty. No objection shall be raised by the agency for this reason.

**3) Guards:** The force will engaged personal from Ex-Military, B.S.F., C.R.P.F, C.I.S.F. or dependents of The such persons being civil person and is trained for this purpose.

**4) Calendar of month:** One month will be reckoned from 21<sup>st</sup> of calendar month to 20<sup>th</sup> of the next month.

**5) Dress:** Uniform and other articles relating to the uniform will be supplied by the agency. No allowance for uniform or damage will be paid to anybody by the concerned authority.

**6) Duty Articles:** Torch light with cell only shall be supplied by the Department as per requirement in consultation with the said security guard.

**7) Change of Guards:** a) The guards will have to replace in case of any complaint/ allegation lodged by the concerned authority in writing to the agency.

a) The security supervisor is empowered to change any Guards at any time due to negligence found on duty. No objection will be raised by the Department in such case.

b) Transfer of Guards will made in every months. No claim will be submitted for their permanent service by the agency. The Department shall not be responsible if any liabilities arise in this regards.

**8) Rain Coat/Umbrella/Great Coat:** The Department shall have no liability to supply the above articles. The above said articles will be supplied to the guards by the Agency.

**9) Death or Injury:** The Department shall not be responsible to compensate or otherwise liable in the manner whatsoever for any injury and/ or death of any guards of the said security force while on duty.

**10) Handing/ Taking Over:** a) The force will take over whole responsibility of all materials handed over to them with a list and remain liable for any theft or loss except damage of materials.

b) Locks of all Go down/store/offices will be sealed in the presence of the force under signature of both parties. For this purpose signature of the any guarding personnel on duty and any authorized personnel by the Agency is required.

**11) Gate Pass:** a) No materials will be allowed to pass out in any mode unless the same is properly checked and copy of the valid challan is handed over to the Guards who shall preserve it for maintaining full account thereafter for materials in Go down & open stock yard.

b) Any verbal instruction or any slip signed beyond the rank of section officer will not be treated as a Gate pass. Without proper gat pass guards will not be allowed any vehicles to go n or out. Hence guards will not be responsible for any damage to the vehicles for want to proper gate pass.

- 12) **Theft/Fire:** a) In case of fire breaks out in the premises preliminary action for its Extinguishment by local arrangement or by informing Fire Brigade / Police Station will be made by the guards on duty and report immediately to the department.  
b) In case of theft or any attempt to theft of materials the responsibility of the security to lodge FIR to the local Police Station after spot verification and also report to concerned Authority.
- 13) **Colour of Uniform:** Olive Green uniform with badges of the Agency along with lathi, Ballam as per guarding duty.
- 14) **Accommodation:** Accommodation with water, Electricity & Lavatory facilities for guards/ Supervisor will be arranged by the Agency.
- 15) **Withdrawal of Guards:** If the services of the Guards are not required by the Department Within the validity period then one month notice will be given before withdrawal of guards to the Agency.
- 16) **Checking of Guards:** Agency authorized personnel i.e. Field Officer Supervisor of Chief Security Officer, D.O. etc. will go to the guard duty area for checking the guards on duty during day and night. He will always bear his Identity Card. Otherwise he will not be able to check the guards on duty. After checking he will give his remarks on the visitors Book kept with the guards.
- 17) **Identification:** Photographs with full permanent address of each of the guarding personnel should be placed to the Department before deputing them to the guarding.
- 18) **Modification of the terms and Condition:** Any modification is required on the terms and condition may please be done in consultation with both the parties.

### **Additional Terms and Conditions**

1. The Executive Engineer of the Division concerned will be the Engineer-in-charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matter shall be valid only if made by the Engineer-in-charge. If any correspondence of above Quotation is made with Officer other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless requests are sent to the Engineer-in-charge and approved by him. The instruction given by the SDO/AE and Junior Engineer 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, the decision of Engineer-in-charge shall be final and binding.
2. The acceptance of the quotation including the right of distributing the work between two or amongst more than two bidders will rest with the quotation accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all Quotations without assigning any reason thereof.
3. The bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules 1970 (b) Minimum wages act 1948 or the modifications thereof or any other law relating thereto as will be in force from time to time.
4. Imposition of any duty/tax/royalty etc. (Except service tax) whatsoever of its nature (after work order/commencement and completion of the work) is to be borne by the bidder. Original

challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.

5. Cess @ 1 % of the cost of construction works shall be deducted from the gross value of the bill in terms of Finance Dept. order No. 853-F dated 01.02.2006, if applicable. Also it is instructed to register his Establishment under the Act, under the competent Authority, i.e. assistant Labour Commissioner/ Dy. Labour Commissioner of the region concerned.
6. No compensation for idle labour, establishment charge or any other reason such as variation of price index etc. will be entertained.
7. 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 workman's compensation Act. etc. He must deal with such cases as promptly as possible.
8. Quotationers who will resort to canvassing are liable to be rejected.
9. To ensure the payment to the Security Guard & Supervisor with the minimum wages rate in including **EPF & MP Act 1952 & ESI** as per rule, no compromise would be allowed regarding the payment of minimum wage rate and EPF & ESI.

## **Special Terms and Conditions**

1. Protection of **Lipania & Tatko Dam & Spillway** including all properties against theft , pilferage, loss and sabotage round the clock.
2. Any unknown person/new person/vehicle not acquainted with the security guards are not authorized to enter the office buildings/colony, may be allowed through the gates stipulated by the Engineer-in-charge subject to verification with the due details & entry in the register of security personnel to be maintained at the gates by the agency.
3. To check the incoming and outgoing store/site materials and also to allow the movement of such materials through the gates stipulated by the Engineer-in-charge/concerned S.D.O/AE verification of materials against valid /authorized gate pass /challan/documents is to be made by the Agency. Maintenance of the vehicle movements register(s) duly authenticated by the concerned S.D.O/AE or his authorized representative with detail entry at the own cost of the Agency and in case of any requirement the said register(s) is liable to be produced to concerned SDO/AE or his authorized representative.
4. To ensure effective protection within the entire premises as described above, night patrolling is to be performed vigorously, for the entire office building/residential complex.
5. The agency will be entirely responsible for ensuring round the clock manning for guarding at every entry/exit point of the entire premises including roster patrolling thereof as directed by the Engineer-in-charge in special / abnormal cases. Any **absence** in duty as mentioned is 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 absence in duty if observed and no measures, If taken by the agency in spite of reminder made in this respect, the agency will be liable for imposition of penalty as deem fit by the Engineer-in-charge and decision by the Engineer-in-charge is final and binding in this respect to avoid repetition of laxity in performance of duty.
6. Disqualification of any guard will debar him to be engaged for duty.



7. 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 not found in his duty location or found to be engaged in gossiping with outsider during duty hours.
  - iii) If any complained is lodged against a particular guard for immoral/illegal/irresponsible activities.
8. 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.
9. 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 enactment viz. Contract labour (Regulation & abolition) industrial Dispute Act, Payment of wages Act and all other relevant acts in force.
10. The Department will not compensate for any overtime duty 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.
11. The successful quotationers are liable to maintain personal insurance of the security guards to be deployed.
12. The agency is not permitted to sublet or assign any portion/entire portion/ of the contract to any other person /firm in that case his contract made with the Engineer-in-charge is liable to be cancelled.
- 13. The contractor is liable to indemnify of the department/residents against losses or damages cost 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.**
14. The Department reserves the right to recover the part or whole of any outstanding claim of the department against the contractor from the security money or any outstanding bill.
15. The nos. of security personnel to be required is provisional and may be changed as per requirement of 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 entertained.
16. Time of guarding and number of guards in a particular time of guarding may be changed by the competent authority, keeping the total number of guards unchanged in a day.
17. Guards have to sign on an attendance register before joining the duty and at the time of leaving the duty.
18. Minimum number of duties and maximum number of duties in a month will be 25 and 35 respectively by any security personnel.
19. Duty with-out full uniform or any negligence in duty will be treated as absent, and no payment will be allowed for that duty to the concern security personnel.
20. Security personnel, doing night duty, must have to blow whistle in every hours, or as per the direction of the Officer-in-Charge.
21. The security personnel have to reside within two kilometre of place of posting and in case of any untoward incident all personnel must report immediately when called for.
22. The person engaged in night shift, must not continue in next shift.
23. 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 measures if established after proper enquiry by the competent authority if needed by 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 be final and binding.

24. 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.
25. The Engineer-in-charge of the work/DDO may ask to submit the documentary evidences in support of payment **minimum wages, EPF, bonus** which are statutory obligation of the employer of security personnel at any time/before making payment of bills.
25. The Successful Quotationer will have to execute the formal agreement in W.B Form no. 2911(i)/(ii) within 15 days from the date of acceptance of the rates.

**Executive Engineer**  
Purulia Investigation & Planning Division

**Memo No- 552/1(11)**

**Dated:-11.07.2019**

**Copy forward to:-**

- 1) Chief Engineer, South-West, Irrigation & Waterways Directorate, Khas jungle, Abas, Midnapore.
- 2) The Officer-on-Special Duty (S.E), I & W. Directorate, Bhatbandh Irrigation Colony, Ranchi Road, Purulia.
- 3) **The Executive Engineer,DVC Study cell, Jalasampad Bhawan, Salt Lake City,Kolkata- 700091 for necessary action.**
- 4) The Sabhadhipati, Purulia Zilla Parisad, Purulia.
- 5) The District Magistrate, Purulia.
- 6) The Executive Engineer/ Purulia Construction Division (I).
- 7) The Executive Engineer/ Purulia Irrigation Division.
- 8) The District Information & Cultural Officer, with request to circulate all concerned.
- 10) The Divisional Accounts Officer/ Purulia Investigation & Planning Division
- 11) Notice Board of this Division/ Purulia Investigation & Planning Division.

Executive Engineer  
Purulia Investigation & Planning Division