



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Kangsabati Canals Division No -IV  
Bidhannagar , Midnapore, Paschim Medinipore , Pin-721101**

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**NOTICE INVITING QUOTATION**

**OFFLINE- N.I.Q No: WBIW/EE/KCD-IV/NIQ No- 04/ 2019-20**

**Circulation Memo No. 121**

**Dt. 17.03.2020**

Sealed & signed quotations are hereby invited by the **Executive Engineer, Kangsabati Canals Division No-IV Under Kangsabati Circle-II, Irrigation & Waterways Directorate on existing running security system vide approval no SE/KC-II/311 dated 17/03/2020** on behalf of the Hon'ble Governor of West Bengal through off line quotation for the work” **Engaging honest sincere and energetic young guarding personnel[Armed/un armed] having sound health and physically fit for guarding different Govt. stack yard, offices, Go downs, Quarters and other Govt properties at CE(S/W) CAMPUS at Abas Midnapore ,Paschim Medinipur** “from eligible and resourceful, bona fide experienced Govt. registered Ex-service man Welfare Organisations/ Private Security Agency within Midnapore having sufficient credential and financial capability with proper valid armed licence for Security agency and armed personnel for execution of similar nature of work.

**Quotationer has to quote his rate for each guarding personnel considering two parts: 1) Security Charge on the basis of minimum wage by Labour Dept GOWB, 2) Agency Charge on the basis of market rate inclusive of all statutory taxes but excluding GST and Labor Cess. GST and Cess will be added while preparing estimate on the basis of minimum rate obtained through quotation.**

The said quotation should accompany with duly attested Xerox copies of experience certificates/work order of guarding Govt. properties, Registrations Certificate of Govt. with bye laws/deeds , armed licence from govt in support of his quotation. The quotationer shall also have to furnish attested copies of valid IT/PT/GSTIN and proprietorship certificates in favour of the Farm.

They may also visit the official website of Irrigation & Waterways Department, Government of West Bengal [www.wbiwd.gov.in](http://www.wbiwd.gov.in) for details information.

Quotationer/Bidder has to apply with credential along with NIQ for evaluation.

The intending bidder/quotationer 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. Quotationer/ bidders desirous of participating in the quotation may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information consisting of NIQ and related documents, WB Form 2911/2911(i)/2911(ii), Bill of Quantities (BOQ), corrigenda / addenda, drawings, etc. if any, shall form the part of quotation document.

**Last date & time of application for Quotation paper is on 02/04/2020 till 14.30 Hours IST.**

## 1. General procedure for submission of bid/Quotation

Bids are to be submitted only through offline on due date & time. All documents submitted in the quotation by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. Quotationers/bidders are required to submit the entire set of documents along with all other relevant PQ documents as asked for in the NIQ within the stipulated date and time as notified in the NIQ.

**2. Applications for Quotation:** Signed application with Self Declaration in specimen *Form-1* which is to be submitted during bid submission .

**3. Addenda/Corrigenda:** If published in connection with the NIQ is to be submitted in the '*NIQ*' during bid submission.

## 4. (I) Certificate/s: The following are to be submitted in signed photocopy

- a. Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States as applicable.
- b. Valid PAN Card of the bidder/s are required;
- c. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules made compulsory by Finance Department, GoWB irrespective of financial Turn Over of bidders .
- d. Latest authenticated Income Tax Return for current financial year or immediate preceding financial year of bidder.

## 5. Site inspection prior to submission of Quotation

Before submitting a quotation, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable factors and difficulties to be involved during execution of the work as per specification in all respects including transportation of materials, communication facilities, climatic conditions, minimum wage rules of GOWB

prevailing in the zone etc. and no claim whatsoever will be entertained on those accounts once the offer is accepted..

The contractor/bidder may also contact the office of the designated Assistant Engineer/KCSD-XII/Executive Engineer **KANGSABATI CANALS DIVISION No - IV** in between 11.30 hours to 16.30 hours on any working day, prior to the date of last date for submission of bid for quotation.

## 6. Conditional & incomplete quotations

Conditional and incomplete quotations are liable to be summarily rejected. No document will be entertained through FAX / e-mail .

## 7. Opening & evaluation of Quotation:

### 8. Opening of Quotation

Quotation will be opened by the Quotation Inviting Authority or his authorised representative on due date and time in presence of intending quotationers.

Intending bidders may remain present if they so desire.

## 9. General guidelines for acceptance of Quotation

Lowest valid rate should normally be accepted in accordance with the procedure . The Quotation Accepting Authority{ Superintendent Engineer Kangsabati Circle-II} reserves the right to reject any quotation without assigning any reason.

#### 10. Signing of formal tender contract/agreement after acceptance of 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 designated Executive Engineer, Kangsabati Canals Division No.-IV in-charge of the work tendered. No cost escalation in any form is included in the Tender Contract Agreement. The quotationer has to submit 2% money of estimated amount as security in the form of Bank Draft in favour of Executive Engineer, Kangsabati Canal Division-IV, payable at Midnapore.

#### 11. Bid validity

The Bid will be normally valid for **120 days** from the date of opening of the Quotation. However, extension of bid validity may be suitably considered by the Quotation Inviting Authority, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

#### 12. Schedule of important dates for the Offline Quotation.

1.	<b>Last Date &amp; Time of application</b>	<b>02/04/2020 up to 14.30 Hours IST</b>
2	<b>Last Date &amp; Time of dropping quotation</b>	<b>07/04/2020 at 14.30Hours IST</b>
3	<b>Date &amp; Time of opening of Quotation</b>	<b>07/04/2020 at 15.00 Hours IST</b>

13. Extension of last date for bid submission or any other Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines, in the, Departmental website and in Notice boards at least 24 hours before the original validity period of bid submission. Extension of bid submission date by issuance of a Corrigendum shall not be treated as 2nd or subsequent call of re-quotation

#### **Additional Terms & Conditions**

1. The Executive Engineer of the concerned Division shall be the Engineer-in-Charge in respect of the works contract and all correspondence concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and also approved by him/her. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer/Section Officer (SO) 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 specifications and work, the decision of Engineer-in-Charge shall be final and binding. The Engineer-in-Charge will however take all decisions relating to works contract only after recommendation/ advice of the Tender Accepting Authority. If there is more than the Executive Engineer assigned for the tender, the Chief Engineer would designate the Engineer-in-Charge for the work.
2. Acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders with same L1 rates will rest with the Quotation Accepting Authority without assigning reason thereof to any of the bidders. The Quotation accepting authority reserves the right to reject any or all Quotation without assigning sufficient justification thereof to the bidder/contractor. No additional or excess work or additional items of work beyond the tendered amount would be generally allowed. All excess, supplementary or substitute supplementary items of work, if unavoidable are to be accepted by the Tender Accepting Authority only if the total value of work on completion is within the tendered amount. The exiting

contract would be terminated after achieving work up to tendered cost (gross value) and balance work would be taken up afresh after fresh sanction and new tender, except in the interest of public services, in rare & special cases under specific approval of the Government.

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. Engineer-in-Charge shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on such grounds including non-possession of encumbrance free land. Escalation of cost due to inflationary effects or any other reason is not permitted during construction period or extended time period of contract.
5. Engineer-in-Charge shall not be held liable for any compensation due to machines & equipments becoming idle or any circumstances including untimely rains, other natural calamities, strikes etc.
6. All statutory taxes, viz. GST / labour welfare cess, labour insurance etc or revision of taxation rates even after AOC or commencement and before final completion of the work are to be borne by the contractor/bidder. Original tax invoice/challan or bill of those materials, which are procured by the bidder, may be asked to be submit for verification if required.
7. Labour Welfare Cess @ 1% of the cost of construction works shall be deducted from the Gross value of all works bills. Also it is instructed to compulsorily register his/her establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region for disbursing PF and ESI benefits of workers. The bidder should be mandatorily be registered online with Employees Provident Fund Organisation (EPFO) in the on-line system and posses EPF code and all current documents. Penalties and complaints due to non compliance of on-line EPF registration and default is the full responsibility of the bidder even if the TIA is by default the Principal employer
8. No mobilization / secured advance will be allowed unless specified otherwise in the contract or the Notice Inviting Tender.
9. GST, Cess, Income Tax, and other Statutory Government Taxes as applicable during project implementation are to be paid by the contractor/bidder. The rates of supply and finished work items are inclusive of these taxes and levy. Tax invoice/bills needs to be submitted by the supplier/bidder for raising claims under the contract after attaining of physical milestones showing separately the tax charged in accordance with the provisions of GST Act, 2017.

**TERMS AND CONDITIONS  
REGARDING SECURITY GUARDING ARRANGEMENTS**

**1) Agreement:**

This contract will remain valid up to 2 year from the date of commencement and may be extended as per requirement with the mutual consent of both the parties with same terms & condition and rates.

**2) Duty hours:** For Security Guards duty hours will be as per duty roaster in the table below.

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 be 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) Dress:-** Uniform and other articles relating to the Guarding will be supplied by the Agency. No cost will be provided by the Dept.

**5) Duty articles:** Torch Light with cell shall be supplied by the agency as per requirement in consultation with the Security personnel.

**6)Change of Guards:** (a) the Guards will have to be replaced in case of any complaint/allegation lodged by the concerned authority in writing to the agency.

b) The Agency Supervisor is empowered to change any Guards at any time due to negligence found on duty in consultation with SO/JE/Vadutala and AE/SDO,KCSD-XII.

c) No claim what so ever will be entertained by the Dept for their permanent service . The Department shall not be responsible if any demands arise in this regards.

**7) 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 as per requirement.

**8) 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.

**9) Handing/Taking over:** The force will take over whole responsibility of all materials lying over within the premises for any theft or loss except damage of materials by natural calamity.

**10) 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 SO/JE/Vadutala or AE/SDO,KCSD-XII.

(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 AE/SDO,KCSD-XII or SO/JE/Vadutala.

**11) COLOUR OF UNIFORM:** Sky blue uniform with badges of the Agency for easy identification with other salong with necessary guarding articles.

**12) ACCOMMODATION:** Accommodation with Water, Electricity & Lavatory facilities for the Guards /Supervisor will be arranged by the Agency in consultation with SO/JE,Vadutala and AE/SDO,KCSD-XII.

13) **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 served before withdrawal of guards to the Agency.

14) **CHECKING OF GUARDS:** Agency authorized personnel i.e. Filed 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.

15) **IDENTIFICATION:** Photographs with full permanent address with cell no of each of the guarding personnel should be placed to the SO/JE, Vadutala or AE/SDO, KCSD-XII before deputing them to duty.

16) Successful bidder has to docket his credential regarding valid armed licence for company and armed guards to the Officer in-charge, Kotowali Police Station Midnapore to avoid any untoward incident in future.

**Requirement of Guards and Duty hours.**

Duty Hours	CE(S/W) CAMPUS AT ABAS	
	Guard without arms	Guard with arms
6.00Hrs – 14.00 Hrs	1 No	NIL
14.00Hrs – 22.00 Hrs	1NO	NIL
22.00Hrs-6.00 Hrs	2 NO	1 NO

(Sd/)-S.RAJA  
Executive Engineer  
Kangsabati Canals Division no-IV  
Bidhannagar, Midnapore  
Irrigation & Waterways Directorate

**FORM 1 (Modified)**

**APPLICATION FOR TENDER**

**To**  
**The Executive Engineer**  
**Kangsabati Canals Division No –IV**  
**Midnapore.**

**NIQ No : WBIW / EE / KCD-IV / NIQ-04 / 2019-20**

**Serial No of Work applied for: -1/1**

Dear Sir,

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

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

Signature: \_\_\_\_\_

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

Duly authorized to sign bids  
for & on behalf of (Name of Firm): \_\_\_\_\_  
(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): \_\_\_\_\_  
Mobile No : \_\_\_\_\_  
Fax No : \_\_\_\_\_  
E mail ID : \_\_\_\_\_  
GSTIN : \_\_\_\_\_  
PAN : \_\_\_\_\_  
Bank A/C No : \_\_\_\_\_  
IFSC :