

**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Berhampore Irrigation Division**

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NOTICE INVITING e-TENDER\ e-QUOTATION

e-N.I.Q No - WBIW/EE/BID/e-NIQ-02/2025-26

Memo NO. 779

Date: 27.05.2025

Encrypted electronic bids are hereby invited by the **Executive Engineer, Berhampore Irrigation 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 list of Supply of vehicles on hire basis, **required for official purpose**, as listed in the next page from eligible bonafide contractors/agencies/bidders/suppliers for Supply of vehicles on hire basis.. 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 contract to supply vehicles required for official purpose.

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 tender/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 to locate the same e-Tender 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, IDRTB) 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. The prospective contractors / bidders may contact the Departmental e-Tendering Help desk located at the 7th Floor of Jalasampad Bhavan at Bidhannagar, Sector-II, Kolkata, through e-mails irrigationhelpdesk@gmail.com and dvcsc6816@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 or Ph:(033)-2334 5161 on any working day between 10.30AM-5.30PM for any query on e-Tendering 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 the 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-tenders under State Government have also been explained in the ‘Bidders’ Manual’, available in the Departmental website www.wbiwd.gov.in.

Last date & time of submission of bid electronically, is on 12/06/2025 till 17.00 Hours IST.

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 Tendering 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
e-N.I.Q No - WBIW/EE/BID/e-NIQ-02/2025-26

Sl. No.	Name of Work//Project/Procurement*	Earnest Money (EMD) (Rs.)	Time allowed for completion (In English Calendar days)	Source of fund	Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract
1	2	4	5	6	7
1	"Guarding the office premises, residential premises, Bungalow, stores and all properties of Berhampore Irrigation Division at Berhampore and Kandi Irrigation Sub-Division at Kandi in the District of Murshidabad."	1,05,500.00	365 days	AE / OTHERS	<p>Summary of minimum eligibility requirement to technically qualify for the next stage of financial bid in this tender/ quotation:</p> <ol style="list-style-type: none"> 1. Valid license for carrying on business of private security agency issued by Home & Hill Affairs Department, Govt. of West Bengal. 2. E.P.F. Registration Certificate. 3. E.S.I Registration Certificate. 4. The bidder must have satisfactorily completed at least 1(one) 'similar nature' work under Government Sector within last five FYs on the date of publication of this NIQ.

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

(General Terms & Conditions for Contract)

1. Eligibility for participation in e-tenders/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 Pre-Qualification (PQ) 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 PQ 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. 100.00 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 PQ eligibility criteria specified in the e-NIQ for any particular serial of works for which the bidder intends to bid.

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. All documents uploaded by the Tender Inviting Authority/Quotation Inviting Authority forms an integral part of the works contract/Agreement. Contractors/bidders are required to upload the entire tender/quotation documents along with all other relevant PQ credential documents as asked for in the e-tender/e-NIQ, electronically, through the above portal within the stipulated date and time as notified in the e-tender/e-NIQ. Tenders/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-tender/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-Tender/e-quotation and upload all of these documents forming a part of their e-bid as tender/quotation document. Documents digitally signed and uploaded in the e-Tender portal by the contractors/bidders/suppliers 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-Tender/e-Quotation. Extension of last date for e-bid submission or insertion of any of Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines in the eProcurement Portal, Departmental website, Newspapers and in Notice boards. Whenever any corrigendum is issued irrespective of the content (date corrigendum or otherwise), due date of submission of bid will be extended by 7 (seven) calendar days to be published before expiry of the last date for original validity period of bid submission. Extension of last date and time for bid submission by issuance of a Corrigendum shall not be treated as 2nd Call or Re-tender.

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
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-Tender/e-Quotation is to be downloaded digitally signed and uploaded during e-bid submission in Agreement_2911 folder.
- iii. **'Forms' folder :a)** Applications for e-Tender/e-Quotation: vide self declaration format in specimen **Form-1** , Self declaration of bidder not having common interest as a different bidder organization in any other work tendered under different serials of this particular e-NIQ vide specimen **Form-2**, Self declaration on antecedents and performance of the bidder in specimen **Form-4** and declaration for engagement of every Security Personnel by the bidder in specimen **Form-5**.
[All above are to be filled up completely, digitally signed and uploaded during bid submission in **"Forms"** folder. Following documents are also to be provided in **"Forms"** folder]

3.2 A.NOTE:

- i. Contractors/bidders/suppliers are required to keep track in the e-Procurement website www.wbtenders.gov.in for all the Addenda or Corrigenda notices and documents published in connection with a particular e-Tender/e-Quotation within the bidding period and upload the same, digitally signed by him/her along with their e- bid. Tenders/quotation submitted without Addendum/Corrigendum are liable to be treated as incomplete and thereby liable for disqualification or rejection.
- iii. Form 1,Form 2, Form 4 (for companies etc.) and Form 5 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 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	Certificate s	1.certificates.pdf 2.GST_registration_certificates.pdf	1. Latest Professional Tax Payment Certificate (PTPC) or the PT payment challan for current financial year or Government Order for exemption in other States if applicable. 2. Valid PAN Card in the name of bidder/organization 3. Income Tax Return of current Assessment year or, IT Return of immediate preceding Assessment year whichever is latest available. 4. Valid GSTIN under GST Act & Rules. 5. Valid license for carrying on business of private security agency issued by Home & Hill Affairs Department, Govt. of West Bengal. 6. E.P.F. Registration Certificate. 7. E.S.I Registration Certificate.	Refer to Clause 3.2C(I) for details
II	Company Details	Company details.pdf 1 Company details.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

III	Credential of works	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 NIQ as the Credential Certificate (CC) duly authenticated by competent authority.	Refer to Clause 3.2C(III) for details
IV	Financial credential	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 tender evaluation stage from bidders before publishing of final selection of L1 by publication of FBE sheet verification by QEC 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, d, e, f & g 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. Valid license for carrying on business of private security agency issued by Home & Hill Affairs Department, Govt. of West Bengal.
- f. E.P.F. Registration Certificate.
- g. E.S.I Registration Certificate.

3.2 C (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 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 QEC up to work of Rs 100.00 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. 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. **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 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 NIQ in e-Procurement portal, filled up completely and again uploaded with their electronic bid. No offline document is acceptable from bidders by QEC during evaluation stage.**
- 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 tender/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 QEC 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 in the space marked for quoting rate in the BOQ of the quotation work.
- ii. Only the downloaded sheet of the above document in Excel format is required to be uploaded by the contractor/bidder.
- iii. BOQ without a valid numeric rate at the designated space provided in the BOQ will be disqualified and rejected outright.

4. Quotation/Tender Fee and Earnest Money Deposit (EMD)

i. Quotation Fees:

Entire set of e-quotation documents are made available free of cost through the State Government e-Procurement portal having URL <https://wbtennders.gov.in> and also available in the e-Procurement link of Departmental website www.wbiwd.gov.in. Cost for tender/quotation documents will not be charged even during execution of a formal tender 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 Quotation Inviting Authority as per existing Rules.

ii. (a) 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 summarily rejection of the bid/quotation. The quantum of Earnest Money Deposit has been mentioned in the list of work.

4A. Login by bidder:

- a. A bidder desirous of taking part in e-tender/e-quotation floated by the State Government shall login to the e-Procurement portal of the Government of West Bengal www.wbtenders.gov.in using his/her login ID and password by using their valid DSC.
- b. He/she will select the tender/quotation to bid and initiate payment of pre-defined EMD fixed for that

tender/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 bidder's bank accounts in any Bank approved by RBI in India.

4B. EMD payment procedure:

a. Payment by Net Banking out of 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 (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to electronically transact the EMD.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the e-transaction.
- iii. Bidder will receive a confirmation message on registered mobile phone regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own designated 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 submission of his/her e-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 bank account.

Note: EMD 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 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-tender/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.

4C. Refund/Settlement Process for EMD:

- i. After decrypting/admitting of all e-bids, the preliminary technical bid evaluation (TBO) summery sheet would be published in the Portal after two working days, and thereafter at least after four working days, the Final technical evaluation (TBE) summery sheet would be published in the Portal with simultaneous electronic processing in the e-Procurement portal by the quotation inviting authority done so that status of the all bids as qualified or disqualified; based on the Final Bid Evaluation Sheet (FBE) is made available to all bidders 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 EMD on-line 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 will be refunded, through an automated e-process, to the respective

bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority.

- iv. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer to Government Receipt under Public Accounts of the State through GRIPS where under the security deposit will also be collected in connection with the work.
- v. All refunds will be made mandatorily to the Bank account from which the payment of EMD was initiated.
- vi. If the e-quotation is cancelled, then the EMD would be reverted to the original bidder's bank account automatically after such cancellation order is processed online by the Quotation Inviting Authority.
- vii. TIA reserves the right to forfeit the EMD electronically in case of breach/violation of quotation rules.

5. Credential Certificate (CC) as Prequalification Work Credential:

i. Credential Certificates (CC) for one/single 100% completed work within last five financial years on the date of publication of NIQ will only be accepted as valid PQ credential of work. Incomplete ongoing work shall not be considered for valid PQ Credential. Payment Certificate without containing mandatory details shall not be treated as valid.

ii. It is desirable that CC should preferably contain the name with designation, postal address of office, contact Telephone No./FAX / e-mail ID of the authority issuing the CC for the work along with name of work, amount put to tender, date of completion of 100% completed work, certificate of issuing authority indicating successful and satisfactory completion. Illegible certificates, absence of contact details making it time consuming for verification purposes of CC issued by authorities outside the State are liable to be rejected by the Bid/Quotation Evaluation Committee (QEC).

ii. 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. 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.

7. DEFINITION OF TERMS:-

- i. **Bidder:** A person/Contractor/Agency/Company/Society/Corporation/supplier 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 Quotation Evaluation Committee:**
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.

8. Taxes & duties to be borne by the Contractor/bidder

In view of introduction of GST with effect from 01.7.2017, all the bidders intending to participate in this e-tender 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.

9. Site inspection prior to submission of tender/quotation

Before submitting a e-tender/e-quotation, the intending contractor/bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable factors and difficulties to be involved during execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. The contractor/bidder may also contact the office of the designated **Executive Engineer, Berhampore Irrigation Division** in between 11.30 hours to 16.30 hours on any working day, prior to the date of last date for submission of bid in the e-quotation.

10. Conditional and incomplete tender/quotation

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

11. Opening & evaluation of quotation

11.1 Opening of a Technical Proposal

All works above quotation value of Rs 1.00 lakh for which e-quotation is mandatory shall be awarded through open tenders without reservation for any particular class of contractors/bidders. Notices for open off-line tenders for each tender value below Rs 1.00 lakh shall include such clauses as is notified by the Department from time to time.

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

- i. Technical proposal will be opened by the Quotation Inviting Authority or his/her authorised representative/s electronically in the official website using their authorised valid Digital Signature Certificate/s (DSC).
- ii. Intending contractors/bidders may remain present if they so desire.
- iii. Technical cover documents (vide Clause 3.2.A) will be opened /decrypted first and if found in order, Cover (Folder) for OID (vide Clause 3.2.B) will be opened/ decrypted. If there is any material deficiency in either of the Technical cover documents, the e-bid is liable to be disqualified & rejected.
- iv. Decrypted (transformed into readable format) documents of the Pre-Qual Technical cover and the OID (Other Important Document) Cover will be decrypted/downloaded by the QIA and handed over to the Technical Bid Evaluation Committee (TEC).

11.2 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 Bid 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 TEC, he/she may appeal to the concerned Chief Engineer within 24 hours of receipt of communication from the TEC. 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 TIA shall while uploading the final TBE summary sheet accept or reject electronically the admitted bids based on the advice of QEC 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.

Power is delegated to QEC to verify the authenticity of bid documents by physically summoning the applicant bidder on the basis of specific doubts which could not be cleared, which shall be exercised in exceptional cases, offline verification before issue of LOA needs to be avoided. Only when all other methods of undertaking verification have been exhausted, and there is ample reason to believe that fairness of the technical bid evaluation of the tender cannot be ensured without such action. Prima-facie, if there is not enough reason to doubt the authenticity of the bid documents, physical summon of the bidder shall be avoided, as after determination of L1 bid in financial bidding and before issuance of LOA, all the on-line documents would be verified with the originals by the Accounts & estimating branches of the designated Executive Engineer, and reported to the Quotation Accepting Authority prior to the issuance of LOA.

11.3 Uploading the list of technically qualified contractors/bidders/suppliers

- 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 QEC 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.

11.4 Opening and Evaluation of Financial Proposal/bid

- i. Financial proposals of the bidders/contractors declared technically qualified by the Bid/Quotation Evaluation Committee (QEC) 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-tender 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-tender platform.
- iv. If the Quotation Accepting Authority (QAA) 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. If there is no contractor/bidder/supplier or the number of contractors / bidders in the 1st 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 quotation/e-NIQ is to be cancelled as well and fresh quotation/e-NIQ vis-a-vis 2nd call e-Tender/e-Quotation or even 3rd call e-Quotation may be invited by suitably lowering of minimum eligibility PQ criteria (work & financial) for bidders with wide publicity of re-quotation

notices through electronic and print media.

- vi. Final result after acceptance of the rate by the Quotation Accepting Authority, if within the delegated power of acceptance would have 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.
- vii. The Quotation Accepting Authority may ask the L1 bidder/contractor/supplier to submit analysis of rates to justify the rate quoted by that bidder after declaration of financial bid evaluation result.
- viii. If the lowest (L1) bidder/contractor backs out there should be Re-tendering/re-quotationing in a transparent manner. In such a situation the QIA may call for 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.

[The order no. 5-100-F(Y) Dated, Kolkata, the 25th June 2012 of Finance Department will be followed]

11.5 Quotation Accepting Authority (QAA)

Superintending Engineer, North Irrigation Circle – II, Irrigation & Waterways Directorate, Berhampore, Murshidabad.

* Superintending Engineer, North Irrigation Circle – II, Irrigation & Waterways Directorate reserves all the right to accept or reject one or all the tenders/quotations without assigning any reason.

11.6 Procedure to be followed for final acceptance of quotation & Award of Contract

- i. The lowest (L1) financial bid for all 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 Tender/quotation should be invited afresh. Such re-quotation notice shall be published in widely circulated dailies as per guidelines and also through e-Tender 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-tender/re-quotation is less than three/four, it should be referred by the QIA to the DTC/QEC and even the appropriate Government along with the recommendation of the DTC/QEC for decision, in accordance with Finance Department Memorandum and other relevant orders in vogue at the time of publication of the e-tender/e-quotation.
- iv. All above tender rules applies for all types of works and procurements i.e Plan, Non Plan, deposit works tenders.

12. General guidelines for acceptance of e-Quotation

Lowest valid rate should normally be accepted in accordance with the procedure stated in clause 11.4.

In case of tie bid the procedure for acceptance will be followed as per memorandum no 2320-F(Y), dated- 07.06.2022 of Audit Branch, Finance Department, Govt. of West Bengal.

13. Signing of formal tender contract/agreement after acceptance of e-tender/e-quotation

The contractor/bidder/supplier, 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/triplicate 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, Berhampore Irrigation Division** in-charge of the work tendered.

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 tenders/quotation, immediate forfeiture of the Earnest Money deposited in the tender/quotation for the e-NIQ, other penal actions as stipulated under the Departmental Notification and also contained in contract W.B Form No. 2911(i)/ 2911(ii)/ Agreement.

14. Payment against bills raised by the contractor

Periodic Tax invoice/bills containing details needs to be submitted by the supplier/contractor/Agency/bidder to the DDO for raising claims for receiving payments of work executed.

15. No cost escalation in any form is included in the Tender/Quotation Contract Agreement.

16. Bid validity

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

17. Withdrawal of bid in a Quotation

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.

13. Critical dates of this e-Quotation

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	29/05/2025 at 11.00 Hrs	To be made available with the e-NIT in the website
2.	Document Download start date	29/05/2025 from 11.30 Hrs	
3.	Bid submission start date	29/05/2025 from 11.30 Hrs	
4.	Document Download end date	12/06/2025 up to 17.00 Hrs	
5.	Bid submission end date	12/06/2025 up to 17.00 Hrs	
6.	Technical Bid opening date with preliminary result (TBO Sheet)	13/06/2025 after 15.00 Hrs	
7.	Uploading of the list of Technically qualified final list of bidders (TBE Sheet)	To be intimated later.	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date (FBO Sheet)	-do-	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE Sheet	-do-	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-	
11.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

TIA: e-Quotation Inviting Authority (Executive Engineer)

TAA: e-Quotation Accepting Authority (Superintending Engineer)

Special Terms & Conditions of the contract

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/quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and also approved by him/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/Quotation Accepting Authority. If there is more than the Executive Engineer assigned for the tender/quotation, the Chief Engineer would designate the Engineer-in-Charge for the work.
2. The tender/quotation accepting authority reserves the right to reject any or all tenders/ quotations 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/Quotation 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/quotation, 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 submitted 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/QIA is by default the Principal employer
8. Adjustment of original bid prices/escalation cost/ mobilization advance / secured advance shall not be permitted for any reason whatsoever due to cost and time over run unless specified otherwise in the contract or the e-Notice Inviting Tender/Quotation.
9. GST, Cess, License fees, Royalty for construction materials, forest product etc, Toll Tax, Income Tax, Ferry Charges 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.
10. While quoting the bid, the bidder should consider present rate of GST applicable as per Government norms. No other consideration will be made later on unless specifically guided by the Department.

Others Terms & Conditions of the contract

1. Guarding the office premises, residential premises, Bungalow, stores and all properties of Berhampore Irrigation Division at Berhampore and Kandi Irrigation Sub-Division at Kandi in the District of Murshidabad.
2. The requirement of security personnels are as follows:-
 - a. Security Supervisor without Arms- 1 No/Day.
 - b. Security Guard without Arms. - 18 Nos/Day.
 - c. Security Guard with Arms. -3 Nos/Day.
3. The nature of job of the security personnel is purely shift-staffs basis. The security personnel will never leave duty until or unless relieved by the security personnel of next shift. In case of any substitution prior approval of Engineer-in-Charge is mandatory.
4. The duty hours of guarding will be as per Labour Department, Govt. of West Bengal.
5. Time of shift duty will be as per work order.
6. Due to leave, sickness or other reason alternative arrangements for replacement of security personnel is to be made to avoid any kinds of breakage in the duty by providing documents as laid in "Form No.-5".
7. The Security Personnel will be posted/changed as per direction of the Engineer-in-Charge for this no objection will be raised by the Agency.
8. The security personnel engaged by the agency :-

- a. Will be physically fit and mentally alert when on duty.
 - b. Will not relax or gossip or befriend with local people or trespassers when on duty.
 - c. Will watch over the movement of outsiders and in case of any serious matter come to notice that must be immediately brought to the notice of Executive Engineer/Sub-Divisional Officer.
 - d. Will not allow any sales person or beggars to enter into the campus or in office premises.
 - e. Will not allow overcrowd to the campus or in office premises.
9. In case, the security personnel employed by the Agency commits any act that leads to misconduct/indiscipline/incompetence, the Agency will be liable to take appropriate action by replacing the said security personnel with other security personnel by providing documents as laid in "Form No.-5".
 10. In case of theft if proved due to negligence of security personnel on duty then proper compensation will have to be paid by the Agency to the Department as decided by Engineer-in-charge.
 11. The security personnel have to wear uniform during performing duty and all articles i.e. uniform, torch with batteries, lathi, whistle, Umbrella, Identity Card will have to be supplied by the Agency at his own cost.
 12. The security personnel should maintain good behaviour and manner with the public as well as with the Department and Government employees otherwise suitable action should be taken by the Agency by removing of security personnel from work site.
 13. The nos. of security personnel for any particular station may be changed by the Engineer-in-Charge on emergency with a prior notice to the Agency.
 14. It is specifically and distinctly binding that the Agency shall have no right, title or interest on the premises made available by the Department for rendering security service and the Department shall have an absolute and unfettered right to remove the agency along with their security personnel and materials laying within the premises with immediate notice.
 15. An attendance register should be maintained by the Agency at guarding location and that have to be authenticated by the concerned Sub-Divisional Officer/ Sectional Officer, failing which the Department has no liability regarding payment of security guard.
 16. The rate offered by the agency should be inclusive of minimum wages, contribution towards EPF, ESIC, G.S.T and other taxes as applicable from time to time.
 17. The Agency shall be liable for payment of the minimum wages and also for due compliance of the labour laws e.g. payment of wages act, E.S.I act, E.P.F. act, Bonus act.
 18. The service enjoyed by the Agency in connection with electrification and other facilities (if any) apart from arrangement provided by the Office, the charge is to be borne by the Agency and will be deducted from the monthly bill.
 19. Monthly bills in triplicate for payment to the security personnel has to be submitted by the Agency to the Engineer-in-Charge on first working day of every month and payment will be made on receipt of the bill by the undersigned subject to availability of fund after deduction usual taxes as applicable from time to time. No claim for delayed payment will be entertained. Payment to security personnel must be made within seventh of every month by the Agency himself.
 20. It will be the responsibility of the Agency to meet transportation, food, medical and any other requirements in

respect of the persons deployed for security purpose and the Department will have no liabilities in this regard.

- 21.. The Engineer-in-Charge will not be responsible to compensate or otherwise liable in any manner whatsoever for any injury or death of any security personnel while on duty.
22. The department shall not be responsible in any way for employment of the security personnel engaged by the Agency on termination or during contract period..

(Digital Signature verified)

Sd/-

**Executive Engineer
Berhampore Irrigation Division
Irrigation & Waterways Directorate**

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-TENDER/ e-Quotation

To,
The Executive Engineer

..... Division, I&W Directorate

e- Quotation No:-

Serial No. of Works applied for :-

Dear Sir,

Having examined the Technical PQ cover, OID cover, Corrigendum (*optional) & entire e-NIT/e NIQ 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/quotation rules in e-NIT/e-NIQ, terms & conditions, specifications, drawings, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911(i)/(ii) involving the e-Tender/e-quotation 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/e-NIQ. 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 _____ 202____

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-NIQ No.

e-Tender/e-Quotation ID

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

To,

Executive Engineer

.....Division

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/e-NIQ 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 _____ 202__

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-NIT/e-NIQ No.

e-Tender/e-Quotation ID No.....

Work Sl. No.....

To,
Executive Engineer
.....Division
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/e-NIQ No.
Sl. No. are not black listed suspended or debarred from participation in State Government
procurements and tenders/quotations 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
Tender (NIT)/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 _____ 202__

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)

FORM –5

Declaration for engagement of every security personnel

(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-NIT/e-NIQ No.,

e-Tender/e-Quotation ID No.....

Work SI. No.....

To,
Executive Engineer
.....Division
Irrigation & Waterways Directorate

I/We, Sri/Smt. _____, the authorized signatory on behalf of
..... do hereby affirm the following particulars of the security personnel
engaged by me/us.

- i. Name of security personnel:
- ii. Aadhaar No. of security personnel:
- iii. Present address of security personnel with mobile no:
- iv. General health condition of security personnel:

I/We also affirm that the security personnel –

- i. will be physically fit and mentally alert when on duty.
- ii. will not relax or gossip or befriend with local people or trespassers when on duty.
- iii. will watch over the movement of outsiders and in case of any serious matter come to notice that must be immediately brought to the notice of Executive Engineer/Sub-Divisional Officer.
- iv. will not allow any sales person or beggars to enter into the campus or in office premises.
- v. will not allow overcrowd to the campus or in office premises.

Dated this _____ day of _____ 2024

Full name of Bidder / Contractor: _____

Authorized 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)

Copy forwarded for favour of information and further circulation to the:-

- 1) Chief Engineer (North), Irrigation & Waterways Directorate, Malda.
- 2) Superintending Engineer, North Irrigation Circle – II, Berhampore, Murshidabad.
- 3) Sabhadhipati, Murshidabad Zilla Parishad, Berhampore, Murshidabad.
- 4) District Magistrate, Murshidabad, Berhampore, Murshidabad.
- 5) Executive Engineer, Nadia Irrigation Division, Krishnanagar, Nadia.
- 6) Executive Engineer, Ganga Anti Erosion Division No. – I, Raghunathganj, Murshidabad
- 7) Executive Engineer, Ganga Anti Erosion Division No II, Berhampore, Murshidabad.
- 8) Executive Engineer, DVC Study Cell, Jalsampad Bhawan, Salt Lake City, Kolkata -91 with request to publish the notice on Departmental website.
- 9) Sub-Divisional Officer, Berhampore / Flood / Kandi Irrigation Sub-Division.
- 10) District Information & Cultural Officer, Berhampore, Murshidabad.
- 11) Murshidabad District Contractor's (Builders's) Association, Berhampore , Murshidabad
- 12) Notice Board / Estimating Branch / Accounts Section of Berhampore Irrigation Division.

Sd/-
Executive Engineer
Berhampore Irrigation Division
Berhampore, Murshidabad