



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB DIVISIONAL OFFICER
METROPOLITAN HEAD QUARTERS SUB DIVISION
JALASAMPAD BHAWAN (5TH Floor)
SALT LAKE CITY
KOLKATA-700091.

Tele No.-033 23346713

NOTICE INVITING e-QUOTATION

e -N.I.QNo.-WBIW/SDO/MHQSD/e-NIQ- 5/2025 - 26

Memo no. – 400/1T-3

Dated:-07/11/2025

NOTICE INVITING e-QUOTATION No. **WBIW/SDO/MHQSD/e-NIQ- 5/2025- 26**
OF THE SUB DIVISIONAL OFFICER, METROPOLITAN HEAD QUARTERS SUB DIVISION, I & W Dte.

The SUB DIVISIONAL OFFICER, METROPOLITAN HEAD QUARTERS SUB DIVISION, I & W Dte. Invites e-Quotation (submission of Online Bid) for the work detailed in the below:

Name of Work:-Annual maintenance of water purifier/ cooler of different models of Eureka Forbes at different floors of Jalasampad Bhawan, Salt Lake, Sector-I, Block- DF, Kolkata-700091.

The SUB DIVISIONAL OFFICER, METROPOLITAN HEAD QUARTERS SUB DIVISION, I & W Dte, invite e-quotation from the Bonafied resourceful Firms / Agencies having capacity of maintenance of water purifier/ Cooler as appended herewith. The quotation paper including Terms & Conditions will be seen in the office of the undersigned on any working day between 11.00A.M. to 4.00 P.M. / Departmental Website www.wbiwd.gov.in/GovernmentofWestBengale-Procurement

website having URL <https://wbtenders.gov.in>

In the event of e-filling, intending bidder may download the Quotation documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate .

1. Both Technical bid and Financial Bid are to be submitted concurrently duly signed digitally in the website <http://wbtenders.gov.in>
2. The Technical Bid and Financial Bid are to be submitted online.
3. The FINANCIAL OFFER of the prospective Quotationer will be considered only if the Quotation qualifies in the Technical Bid. The decision of the Sub Divisional Officer, Metropolitan Head Quarters Sub Division, I & W Dte. will be final and binding on all concerned and no challenge against such decision will be entertained. The list of Qualified Bidders will be displayed in the website on the scheduled date and time.
4. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
5. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission.

**A. Important Information:
Date & Time Schedule:**

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents (Online) (PublishingDate)	07/11/2025 at 5:30 P.M.
2.	Documents download start date (Online)	07/11/2025 11:00 A.M.
3.	Bid submission start date (Online)	07/11/2025 11:00 A.M.
4.	Bid submission closing date (Online)	28/11/2025 1:00 P.M.
5.	Date of opening of Technical Bid (Online)	28/11/2025 3:00 P.M.
6.	Date of uploading list for technically qualified bidder (Online).	To be notified latter only on web portal.
7.	Date of opening of Financial Bid (Online	To be notified latter only on web portal.
8.	Date of uploading the list of bidder along with their rates through online, also if necessary for further negotiation through offline for final rate	To be notified latter only on web portal.

B. Location of critical events :

Bid Opening : Office of the Sub Divisional Officer, Metropolitan Head Quarters Sub Division, Jalasampad Bhawan (5th Floor), West Block Bidhannagar, Salt Lake City, Kolkata – 700091.

6. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense.

7. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Sub Divisional Officer, Metropolitan Head Quarters Sub Division, I & W Dte. reserves the right to reject any or all the application(s) for purchasing Bid Documents and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Quotationed at the stage of Bidding.

8. The intending Quotationers are required to quote the rate online only. No offline Quotation will be entertained.

9. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

10. During the scrutiny, if it comes to the notice to the Quotation inviting authority that the credential(s) and/or any other paper(s) has/have been of any bidder found incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the Quotation and that application will be outright. The Sub Divisional Officer, Metropolitan Head Quarters Sub Division, I & W Dte. reserves the right to cancel the e-NIQ due to unavoidable circumstances and no claim in this respect will be entertained.

11. In case of any objection regarding prequalifying an Agency that should be lodged to the Executive Engineer within 1 day from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.

12. Before issuance of the WORK ORDER, the Quotation inviting authority may verify the credential(s) and/or all other document(s) of the lowest Quotationer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest Quotationer is/are either manufactured or false, the work order will not be issued in favour of the said Quotationer.

13. If any discrepancy arises between two similar clauses on different notification(s), the clause as stated in the latest notification will supersede the former one in the following sequence:-

- i) Form No. 2911
- ii) NIQ

14. Printed Schedule of Rates applicable for execution of the work: Not applicable. To be decided after finalization of e-NIQ.

15. With whom the acceptance of the Quotations vest: Superintending Engineer Metropolitan Drainage Circle, I & W Dte.

16. Location of Godown / Stackyard from where Departmental materials will be issued, if any: Any Godown / Stackyard within the jurisdiction of Metropolitan Drainage Division No. – I, I & W Dte.

17. a) Intending tenderers are required to submit online attested/self-attested photocopies of completion certificate along with Work Order, valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, Valid 15 – digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017, Trade License from the respective Municipality, Panchayat etc. [Non statutory documents].

b) As per Notification No. 4374 – F (Y) dated 13.07.2017 of Principal Secretary, Finance Department, Audit Branch, the following clause is incorporated in this tender and liable to be complied by the participant.

i) Bidders shall submit copy of

- Valid PAN issued by the IT Deptt., Govt. of India.
- Valid 15 – digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017.

ii) Tax invoice (s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with provision of GST Act, 2017.

If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

18. CRITERIA REGARDING CREDENTIAL POLICY

The bidder must have satisfactorily completed at least 1 (one) '**similar nature**' work within last five FYs on the date of publication of this NIQ, completed within the preceding five FYs of similar in nature.

19. All Quotationers are requested to be present online during opening of Quotations positively. If considered necessary, instant online bid may be conducted immediately after opening of Quotations to lower down rates and in no case his/their absence will stand against holding the same.

20. In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and / or technically sanctioned estimate.

21. The intending Quotationer is required to quote the rate in figures as well as in words inclusive of all taxes (GST, CESS etc.), carriage & incidental charges as percentage above / below than or at par with the relevant price schedule of rates.

22. Conditional / incomplete Quotation will not be entertained.

23. The accepting authority reserves the right to reject any or all the Quotations without assigning any reason whatsoever and he will not be bound to accept either the lowest Quotation or any of the Quotations.

24. Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending Quotationers may consider this criteria quoting their rates.

25. Statutory deduction by STDS is liable to be deducted as per provision of GST Act, 2017. However no STDS will be made until further order of the Govt. is issued. Tax liability of the concerned works contract has to be borne as per prevailing GST Act, 2017 by the agency.

26. Successful Quotationers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them is proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works" Act, 1996 and u/s 12 of Contract Labour Act.

27. Power of Attorney holders are not allowed to sign Quotation Documents unless otherwise approved by Government.

28. Successful Quotationer will have to produce all documents in original for verification prior to issuance of Work Order.

29. Any intending Bidders who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub rule under 3 of Quotation Form No. 2911 or terminated under any clause of Standard Bidding Documents by the Engineer-in-charge / Employer during last 3 (three) years will not be eligible to participate in any bid under any Directorate under this Department for another 2 (two) years from the date of imposition of last termination notice by the Engineer-in-Charge / Employer.

30. The quality of materials shall be inspected and approved by the undersigned or his authorized representative.

31. Materials for maintenance must be genuine company product of Eureka Forbes Ltd.

32. Service must be done as and when called for and as soon as possible basis.

33. The Quotation inviting authority reserves the right to accept the lowest quotation and cancel any or all the quotation without assigning any reasons what so ever.

34. Time of completion: 365 (Three hundred Sixty Five) days from the date of Commencement of Work .

35. Defect Liability Period applicable is 3 (Three) months for the work of this e-NIQ.

36. a) 1 (One) year Warranty to be provided from the manufacturer by the Agency for Godrej make furniture of this e-NIQ.

b) Certificate (s) is / are to be submitted by the selected agency stating the authenticity of the materials to be supplied to the satisfaction of the Engineer-in-Charge.

37. a) Regarding supply of furniture of Godrej make, the bidder should be authorized dealer / distributor / manufacturer or required to produce authorization of OEM to ensure the quality & required service within the DLP.

38. The agency has to submit the final list of inventories during the date of delivery and hand over to the concerned department.

INSTRUCTION TO BIDDERS

SECTION – A

General guidance for e- Quotation

Instructions/ Guidelines for Quotations for electronic submission of the Quotations online have been annexed for assisting the contractors to participate in e-tendering.

1. Registration of Contractor Any contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbttenders.gov.in>. The contractor is to click on the link for e-tendering site as given on the webportal.

2. Digital Signature certificate (DSC) Each contractor is required to obtain a (bonafied , resourceful) Digital Signature Certificate (DSC) for submission of Quotations, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the WebSite stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

3. The contractor can search & download NIQ & Quotation Documents electronically from computer once he logs onto the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

4. Submission of Quotations. General process of submission: Quotations are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded (virus scanned copy) duly Digitally Signed. The documents will get encrypted (transformed into nonreadable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory Cover file Containing

i. Scan copy of Bank Draft towards earnest money (EMD) as prescribed in the NIQ against the serial of work as applied for, in favour of Executive Engineer Metropolitan Drainage Division No. – I, I & W Dte. needs to be furnished.

ii. Tender form No. 2911 & NIQ (Properly uploaded and Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911 the Quotation is liable to be summarily rejected).

A-2. Non statutory / Technical Documents :

i. Professional Tax Clearance Certificate / Professional Tax (PT) deposit receipt challan for the current financial year.

ii. Pan Card

iii. Registered Deed of partnership Firm

iv. Trade License from the respective Municipality/Panchayet etc. (in case of S & P Contractors only)

v. Certificate of Registration" from the respective Assistant Registrar of Co – operative Societies & valid By Law (for Regd. Unemployed Engineer's Co – Operative Society Ltd. & Labour Cooperative Society Ltd.) and Current Audit Report. Note: - Failure of submission of any of the above-mentioned documents will render the Quotation liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub – Category Description	Details
A.	CERTIFICATES	CERTIFICATES	PAN CARD
			P.Tax (Challan) (for the current financial year) / P.Tax Clearance Certificate, Valid GST Registration Certificate.
B.	COMPANY DETAILS -1	COMPANY DETAILS -1	Trade License from respective Municipality / Panchayet etc.

			"Certificate of Registration" from the respective Assistant Registrar of Co – operative Societies and By Law (for Regd. Unemployed Engineer's Co – Operative Society Limited, Registered Labour Cooperative Societies) Current Audit Report
C.	Credential (in applicable cases)	Credential	The bidder must have satisfactorily completed at least 1 (one) ' similar nature ' work within last five FYs on the date of publication of this NIQ, completed within the preceding five FYs of similar in nature.

Opening of Technical proposal: -

- i) Technical proposals will be opened by the TheSub Divisional Officer, Metropolitan Head Quarters Sub Division, I & W Dte.and his authorized representative electronically from the web site stated using their Digital SignatureCertificate.
- ii) Intending Quotationers may remain present if they so desire.

C. Financial proposal :

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities(BOQ). The contractor is to quote the item rate online through Computer in the spaces marked for quotingrate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally signed by thecontractor.

Sd/-

[N Manna]

Sub Divisional Officer

Metropolitan Head Quarters Sub Division

Irrigation& WaterwaysDirectorate

Memo no. – 400/1T-3

Dated :-07/11/2025

Copy forwarded for information and necessary action to :-

1. The Chief Engineer, South / I. & W. Directorate, JalasampadBhawan, (1st. Floor). Salt Lake City.Kolkata-91.
2. The Superintending Engineer, Metropolitan Drainage Circle,(2nd floor).

3. The Executive Engineer/ M.D.D. No-I
4. The Executive Engineer - MDD-II / Urban Drainage Division / Calcutta Drainage Outfall Division.
5. The Additional Commissioner, Commercial Taxes, Kolkata (North) Circle.
6. The Commissioner of Income Tax, Aayakar Bhawan, Bentinck Street, Kolkata-700069.
7. The Assistant Commissioner of Commercial Taxes, Sales Tax Building, Central Section, Beliaghata Main Road, Kolkata-700 015.
8. The Vigilance Commissioner, Bikash Bhawan, Bidhannagar Kolkata-700091.
9. Accounts Section, Metropolitan Drainage Division No.-I.
10. Assistant Engineer – II / III / LR / under Metropolitan Drainage Division No.- I.
11. Estimating Section under Metropolitan Drainage Division No.- I.
12. Notice Board of the Office of Executive Engineer, Metropolitan Drainage Division No.- I

Enclo. :-

1. Form – 1, APPLICATION FOR e-QUOTATION

Sd/-

[N Manna]

Sub Divisional Officer

Metropolitan Head Quarters Sub Division

Irrigation & Waterways Directorate

FORM –I

(Download it & fill-up it properly and upload the same after scanning and digitally signed)

APPLICATION

To

The Sub Divisional Officer
Metropolitan Head Quarters Sub Division
Irrigation & Waterways Directorate
Ref: - Quotation

for

(Name of
work)

Tender ID No:

e-N.I.Q.No.....of 2025 – 26 of Sub Divisional Officer/
Metropolitan Head Quarters Sub Division.(Sl.No.....)

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / we on behalf

of _____ in the capacity
_____ duly authorized to submit the
order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Quotation Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.

(b) Quotation Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason whatsoever.

Enclose: - e-Filling:-

1. Statutory Documents
2. Non Statutory Documents
3. BOQ

Name of Agency (In block capital):

Full Address (In block capital):

PIN NO:

PAN NO: _____, GST NO: _____

MOBILE NO: _____, E- mail ID - _____

Date: - Signature of applicant including title
And capacity in which application is made.