



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Superintending Engineer**  
**Mayurakshi Canal Circle**  
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## NOTICE INVITING 'e' -TENDER

(For works of estimated cost above ` 45.00 lakh)

NOTICE INVITING 'e' TENDER NO- **WBIW/SE/MCC/NIT-2(e)/2015-16**

Separate tenders are invited by the **Superintending Engineer, Mayurakshi Canal Circle** on behalf of the Governor to the state of West Bengal for the works mentioned in the list given below, through electronic tendering (e-tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the tender are to log on to the website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) (the web portal of the Irrigation & Waterways Department) and click on to the “e-procurement” link provided. They may also visit the website <https://wbtenders.gov.in>. for the tender. The tender can be searched by typing WBIW/SE in the search engine provided in the website.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India. (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT ) DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. **This is the only mode of collection of tender documents.** Details of submission procedure are given below under “General terms and conditions and information”.

**Last date & time of submission of bids online is 15.07.2015, 16.00 Hrs**

The intending bidder must read the terms and conditions of the NIT carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIT and related documents, Form 2911(ii), BOQ, Corrigendum etc and Drawings if any, shall form part of the tender document.

## LIST OF WORKS

N.I.T No - WBIW/SE/MCC/NIT-2(e)/2015-16

SI no	Name of Work	Concerned Executive Engineer with Headquarter	Amount put to Tender (Rs)	Earnest Money Deposit (Rs)	Cost of Tender Paper (Rs)	Time allowed for completion	Source of fund	Physical requirements to match credential in terms of quantity executed in previous work (*)	Average turnover for last three years
1	2	3	4	5	6	7	8	9	10
01.	<i>Construction of single lane R.C.C. Road Bridge on Kopai South Main Canal at chainage 1415.00 of K.S.M.C near Fewgram-Nanoor Road, P.S+Block- Nanoor of District- Birbhum under Mayurakshi South Canals Division.</i>	Executive Engineer, Mayurakshi South Canals Division, Bolpur, Dist - Birbhum	5546213.00	110924.00	4000.00	120 Days	Core Sector	For Hydraulic Structure Cement Concrete work of Rs.4.85 Lakhs And reinforcement work of 3.71 lakhs. For consortiums Rs.9.70 lakhs & 7.42 lakhs respectively.	Rs. 13.87 Lakhs & for consortiums Rs. 27.74 Lakhs

(\*) For Consortiums, criteria to be followed as per clause 5 of General Terms and Conditions and information.

**Superintending Engineer  
Mayurakshi Canal Circle**

# **General Terms and Conditions and Information**

## **1. Eligibility for participation :**

Bona fide contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate, depending on the criteria as detailed below. **Joint venture firms are not eligible to participate.**

**Note:** *In case of consortiums, maximum no of constituents shall be restricted to 5 (five) and each constituent must have at least some credential and also at least 10% turnover in contracting business. Individual constituent of a consortium cannot be another consortium.*

## **2. Participation in more than one work :**

Any contractor can submit tenders for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular NIT, depending on his credential and financial capability, details of which are given later.

## **3. Submission of Tenders**

### **3.1 General process of submission**

Tenders are to be submitted online through the website stated. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

### **3.2 Technical Proposal**

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in two covers (folders).

#### **A. Technical File (Statutory Cover) containing,**

- i. Application for Tender (*Vide Form-1*) ( *to be submitted in "Forms" folder* )
- ii. Tender Form No. 2911(ii) ( *to be submitted in "2911" folder* )
- iii. Notice Inviting Tender (NIT) ( *to be submitted in "NIT" folder* )
- iv. Tender Cost and Earnest Money Deposit (EMD) – Scanned copy of costs in the forms as detailed later separately towards cost of tender papers and Earnest Money Deposit as prescribed in the NIT against each serial of work. ( *to be submitted in "Drafts" folder* )
- v. Average annual turnover - Summary statement of average annual turnover for a period of the last three years or during the period since formation of the Firm, if it was set up in less than such 3- year period. (*Vide Form-2*). ( *to be submitted in "Forms" folder* )

*(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant.)*

- vi. Credential Certificate (*Vide Form- 3*) ( *to be submitted in "Forms" folder* )
- vii. Declaration of not having common interest in the same serial (*Vide Form-4*). ( *to be submitted in "Forms" folder* )
- viii. General Specification of Works (to be submitted in "**Specification**" folder)
- ix. Additional Terms and Conditions (to be submitted in "**Additional Terms and Conditions**" folder)
- x. Drawings if any. ( *to be submitted in "Drawings" folder* )

**Note: Tenders will be summarily rejected if any item in the statutory cover is missing.**

**B. My Document (Non-Statutory Cover) containing,**

i. Certificates:

- 1) Professional Tax (PT) submission Chalan for the current year and PAN Card details. Application for PAN addressed to the competent authority may also be considered
- 2) VAT registration certificate. (Non production of the document will result in VAT deduction as per prevailing rules)

ii. Company Details:

- 1) **Deed of consortium/partnership firm and documents of registration in the form of certified copy of Form 8 issued from The Registrar of Firms Societies & Non-Trading Corporations having office at P-15 India Exchange Place Extn, Todi Mansion, 10th Floor, Kolkata 700001. In cases where the applicant is yet to receive the copy of Form 8, a "Memorandum" issued from the above office may be accepted however in such cases the applicant is to submit an undertaking in plain paper along with the application pledging that "Copy of Form 8 would be submitted to the Tender Accepting Authority before receiving final payment in case he is found lowest and the work is awarded to him." Any change in the constituents of the consortium/partnership firm should also be intimated to the Office at Todi Mansion, Kolkata, prior to the application of tender and a certified copy of the revised Form 8 showing the changes in the constituents of the firm also need to be submitted. If the applicant is yet to receive the certified copy of the revised Form 8 he is to submit the above stated undertaking along with the application.**

*Note: An affidavit regarding authorized user of DSC for consortiums and a declaration regarding such authorization for Limited companies is to be submitted.*

- 2) Trade Licence for Proprietorship Firms.
- 3) Memorandum of Articles for Limited Companies.
- 4) Society Registration and Bye-Laws for Cooperative Societies.

iii. Credential:

Bill of Quantities (BOQs) duly authenticated by the competent authority in support of *Form-3* submitted under statutory cover above.

*(In cases where Form-3 submitted under statutory cover is not signed by the issuing authority, bidders are to submit Completion Certificates of 100% completed work(s) issued by the competent authority in addition to the authenticated copy of the Bill of Quantities (BOQs) for the said completed work.)*

iv. Balance Sheet:

Audited Balance Sheets including Trading & Profit & loss Accounts of the immediate past three financial years (2011-2012, 2012-2013 & 2013-2014) with auditor's certificate regarding annual turnover from contracting business in each year.

Bidders whose annual turnover is less than Rs 1 Crore and do not have audited balance sheet, shall need to submit payment certificates obtained from clients for the corresponding years in support of the Form 2 submitted under Statutory cover above.

*(If the company was set up less than three years ago, audited balance sheet for the no of years since inception is to be submitted)*

v. Addenda/Corrigenda: if published.

***Note:** Contractors are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.*

vi. Others: Any other documents found necessary

***Note :** Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.*

### 3.3 Financial Proposal

The financial proposal should contain the following document in one cover (folder).

i) Bill of Quantities (BOQ): The contractor is to quote the rate (percentage above or below) online through computer in the space marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded)*

#### **NOTE:**

1. *BOQ without a valid numeric rate at the space provided in the BOQ will be rejected. Contractors willing to quote "at-par" shall need to write "0" at the space provided for rate in the BOQ.*
2. *In cases where BOQ has been changed by the Tender inviting authority by way of corrigendum, bidders are to upload the revised BOQ. If bid is submitted prior to the date of corrigendum, the bidder is to resubmit the bid along with the revised BOQ. If revised BOQ is not found during financial evaluation the bid will be rejected.*

#### 4. Submission of original copies of documents of Tender Cost and Earnest Money Deposit

- i. **Mode of Payment:** Cost towards tender documents and EMD must be submitted in the form of Bank Draft (BD), Bankers Cheque (BC) and Deposit Call receipts (DCR) of any scheduled Commercial Bank of India approved under RBI & having branch in the state of West Bengal. Payment in any other form eg: NSC, KVP etc will not be accepted. DD/BC/DCR are to be drawn in favour of the concerned **Executive Engineer mentioned in column 3 in the list of works & payable at headquarters/district headquarters stated therein.**  
"However, the process of making payment and depositing the same through Government Receipt Portal System (GRIPS) is being initiated, which will be notified separately"

The list of Scheduled Banks in India (Public Sector & Private Sector) constitutes those banks which have been included in the Second Schedule of Reserve Bank of India (RBI) Act, 1934. RBI in turn includes only those banks in this schedule which satisfy the criteria laid down vide section 42 (6) (a) of the Act are appended below.

#### • **Scheduled Banks in India (Public Sector):**

- 1) State Bank of India
- 2) State Bank of Bikaner and Jaipur
- 3) State Bank of Hyderabad
- 4) State Bank of Indore
- 5) State Bank of Mysore
- 6) State Bank of Saurashtra
- 7) State Bank of Travencore
- 8) Andhra Bank
- 9) Allahabad Bank
- 10) Bank of Baroda
- 11) Bank of India
- 12)

Bank of Maharashtra **13)** Canara Bank **14)** Central Bank of India **15)** Corporation Bank **16)** Dena Bank **17)** Indian Overseas Bank **18)** Indian Bank **19)** Oriental Bank of Commerce **20)** Punjab National Bank **21)** Punjab and Sind Bank **22)** Syndicate Bank **23)** Union Bank of India **24)** United Bank of India **25)** UCO Bank **26)** Vijaya Bank.

• **Scheduled Banks in India (Private Sector):**

**1)** ING Vysya Bank Ltd. **2)** Axis Bank Ltd **3)** Indusind Bank Ltd **4)** ICICI Bank Ltd **5)** South Indian Bank **6)** HDFC Bank Ltd **7)** Centurion Bank Ltd **8)** Bank of Punjab Ltd **9)** IDBI Bank Ltd.

ii. **Place of submission:** The original copies of the DD/BC/DCR, towards cost of tender documents and Earnest Money Deposit should be submitted in a sealed envelope in any one of the following offices:

1. **Office of the Superintending Engineer, Mayurakshi Canal Circle at Kanainatsal, Burdwan**
2. **Office of the Executive Engineer, Mayurakshi South Canals Division, Bolpur, Birbhum.**
3. **Office of the Executive Engineer, Mayurakshi North Canals Division, Rampurhat, Birbhum.**

iii. **Time of submission:** The original copies of DD/BC/DCR towards cost of tender documents and EMD should be submitted in a sealed envelope in the office as stated above within the date and time as specified in the schedule of dates provided later. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

**NOTE:**

*If such bidder(s), having participated in the 1st call of a work, which has been cancelled due to insufficient no of participants or otherwise, intends to participate in the 2nd call of the same work, they need not submit fresh tender fee and tender fee submitted earlier will be considered. However they are to submit fresh Earnest Money Deposit and EMD submitted earlier will be refunded & not considered.*

**5. Eligibility Criteria**

The tendered work is subdivided into various major items as given below. Each major item (*being the summation of associated items of the BOQ*) having an weightage of 25% or more in terms of monetary value in respect to the amount put to tender, is considered to fix the physical requirements to match credential in terms of quantity executed in previous work. Contractors are to submit credential of having executed the corresponding major item thus calculated from the BOQ of the work to the required extent as specified later.

Completion Certificate(s) submitted by the tenderer (*Vide Form-3*) should indicate the monetary value of any one or more of such major items executed in any one work for current year and last five financial years.

Monetary value of the major item/items thus submitted will be further multiplied by the following factors to take care of the inflationary effects to arrive at the net notional amount.

Year	Description	Multiplying factor to arrive at net notional amount
Current	-	1.00
1 <sup>st</sup>	1 year preceding the current financial year	1.08
2 <sup>nd</sup>	2 years preceding the current financial year	1.16
3 <sup>rd</sup>	3 years preceding the current financial year	1.26
4 <sup>th</sup>	4 years preceding the current financial year	1.36
5 <sup>th</sup>	5 years preceding the current financial year	1.47

### Description of Major Items:

#### 1. Earth work:

Type-A: Earth work in dry excavation in irrigation canal / drainage channels or making embankments on rivers / sea front / drainage channels or irrigation canals, by manual / mechanical means including leads, lifts and disposal / transportation.

Type-B: Earth work in wet excavation in flowing channels, by pontoon mounted excavator including leads, lifts and disposal / transportation.

*Note* : For wet excavation of flowing channels, credential of earthwork should specifically be of earthwork by pontoon mounted excavator. Credential of other types of earth work will not be considered.

#### 2. Brickwork of all kinds.

#### 3. Concrete work: RCC / PCC of all grades of concrete in hydraulic structures (i.e. structures on rivers / seafront / drainage channels or irrigation canals), including formwork and staging.

*Note* : In case of tender invited for building works, concrete involved in building should also be considered over and above the above referred credential.

#### 4. Reinforcing Steel including Structural Steel: All kinds of steelworks including supply / fabrication, placing, installation etc.

#### 5. Protection work: (on rivers / seafront / drainage channels / irrigation channels or on embankments facing these):

Type-A: Cement concrete block pitching or lining / brick block pitching / boulder pitching / dry brick pitching / loose boulder / brick dumping / sausage / aprons / filters (conventional or geo-jute or geo- synthetic) etc. including supply, carriage and laying at site.

Type-B: Bullah and bamboo related work, porcupine cages / spurs, nylon or other crates, gunny / geo-bags including supply, carriage, placing / driving in position at site.

*Note*: Credential for any particular type of protection work should be used for assessing eligibility for that particular type of work.

#### 6. Road work: All items related to construction / renovation / improvement of bituminous roads.

## **General Note:**

01. While calculating the amount, i.e. money value of the major items stated above, amount of all sub-items included in the major items should be arithmetically added.
02. All Completion Certificates in *Form-3* should be supported by BOQ of the work. If *Form-3* is not signed by the issuing authority, it should be supported by the certificate of 100% completion of the job from the competent authority in addition to the BOQ of the work.
03. If the issuing authority feels that major item contained in a particular work does not come within the purview of the above given types, he may issue a Completion Certificate stating value of work corresponding to the new type of major item upon approval of his immediate superior authority.

***Financial proposal of any contractor will come under the purview of consideration only if both the criteria 5(a) & 5(b) mentioned below are fulfilled***

- a) Net notional amount calculated of at least one of the major items contained in the Completion Certificate(CC) issued in favour of the agency/firm/consortium should be at least **25%** of the corresponding amount in the same matching major item contained in the BOQ. However, for consortiums where CC of individual entities of the consortiums are to be considered, the sum of the values of the major items contained in the CC of individual entities should be at least **50%** of the corresponding amount in the same matching major item contained in the BOQ.
- b) Average turnover as stated in clause 3.2 A(v) & Form-2 should be at least **25%** of the amount of tender of works in which the contractor/firm/consortium intends to participate. However, for consortiums where Average turnover of individual entities of the consortiums are to be considered, the sum of the Average turnover of individual entities should be at least **50%** of the amount of tender of works in which the consortium intends to participate.

### **5.1 Completion Certificate**

- i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.
- ii. Completion Certificate of work executed in Irrigation & Waterways Department will be considered. Completion Certificate of works executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Other Municipal Authorities, Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations. Such certificates are further to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways. Also such certificates when being issued by other than direct State / Central Government Departments and Railways should contain a declaration that the work has been executed to the satisfaction of the Government Department concerned and



has been declared complete in all respect by the competent authority of the concerned Department.

**NOTE:** *For cases where two bidders participating in a tender for a particular work are such that one happens to have worked as a sub-agent of the other and both bidders submit work credential of having completed the same job either wholly or partly, then in such cases the credential of the principal agency will be considered while that of the sub-agent will not be taken into consideration for determining the eligibility criteria of the bidder towards the tender. However if the credential submitted are for different works then both the credentials will be considered towards determining the eligibility criteria of the bidders.*

## 5.2 Eligibility criteria for participating in more than one tender in a NIT

- i. Normally separate Completion Certificates (CC) of 100% completed works is to be provided for participation in separate works in a particular NIT (vide 5(a)). However, CC for one particular work may be considered as eligible for participation in maximum two numbers of serials, provided required credential for two such works (to be arithmetically added for identical major works) satisfies the requirement in all respect from one such completion certificate.

### Example:

1. Supposing that major item of two works in any particular tender is 'Earthwork'. If 25% of the net notional amount of earthwork required for both the serials are arithmetically added and the combined amount is less than or equal to the amount of earthwork contained in the CC of one work, the tenderer will be eligible for both the works.
  2. Supposing that major item of two works in any particular tender are 'Earthwork' and 'Concrete work'. If the arithmetical sum of 25% of the net notional amount of any one of the two major items of 'Earthwork' and 'Concrete work' contained in the BOQ of the two serials is less than or equal to the amount of the corresponding major item contained in the CC, the tenderer becomes eligible for both the works.
  3. However, one completion certificate will be considered for a maximum of two works.
- ii. Average turnover should be more than or equal to **25%** of aggregate cost of the amount of tender of works in which the contractor/firm/consortium intends to participate. However, for consortiums where Average turnover of individual entities of the consortiums are to be considered, the sum of the Average turnover of individual entities should be at least **50%** of the aggregate cost of the amount of tender of works in which the consortium intends to participate.
  - iii. Both the conditions stated in (i) and (ii) above are to be simultaneously satisfied.
  - iv. Submission of tenders in excess of 50% of total number of works (rounded off to next higher integer) in any particular NIT will not be considered.

## 5.3 Penalty for suppression / distortion of facts

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the corresponding uploaded soft copies or if there is any suppression / distortion / falsification noticed at any stage of tender processing prior to the issue of work order, the Tender Inviting Authority will immediately bring the matter to the notice of the Tender

Evaluation Committee who upon suggesting suitable punitive measures will place the matter to the Chief Engineer concerned within 15 days of receipt of complaint from the Tender Inviting Authority and the bidder may be suspended from participating in the tenders on e-Tender platform of I&WD as per approval of the Chief Engineer for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. The Chief Engineer concerned will issue the necessary suspension orders with intimation to the agency, other Chief Engineers, e-Tendering Cell and also the Department. Copy of such order should also invariably be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website. Besides, the Irrigation & Waterways Department may take appropriate legal action against the defaulting bidder. For tenders where such suppression / distortion / falsification is detected at an advanced stage of tender processing, the concerned Chief Engineer will be the deciding authority as to what further necessary actions are to be taken up regarding the tender.

#### **5.4 Taxes & duties to be borne by the Contractor**

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.

#### **5.5 Site inspection before submission of tender**

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

#### **5.6 Conditional and incomplete tender**

Conditional and incomplete tenders are liable to summary rejection.

### **6. Opening and evaluation of tender**

#### **6.1 Opening of Technical Proposal**

- i.** Technical proposals will be opened by the Tender Inviting Authority or his authorised representative electronically from the website stated above, using their Digital Signature Certificate.
- ii.** Technical proposals for those tenders whose original copies of DD/DCR/BC towards tender cost & EMD have been received will only be opened. Proposals corresponding to which original copy of DD/DCR/BC towards tender cost & EMD has not been received will not be opened and will stand rejected.
- iii.** Intending tenderers may remain present if they so desire.
- iv.** Cover (Folder) for Statutory Documents (vide Clause 3.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 3.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- v.** Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee.

## 6.2 Tender Evaluation Committee (TEC)

Committees already constituted for issuance of tender papers for high value tenders, vide G.O. No.1496-IA dated 17th September 2004, to be read with corrigenda Nos.1493-IA dated 21.11.2005, 550-IA dated 02.05.2006 and 902- SIW dated 05.09.2007 will continue to function as Tender Evaluation Committee (TEC), for evaluation of Technical Proposals of the tenderers, until further order.

## 6.3 Uploading of list of technically qualified bidders

- i. Pursuant to scrutiny and decision of the Technical Evaluation Committee (TEC), the list of eligible bidders for a particular serial of work whose financial proposals will be considered will be uploaded in the web portals.
- ii While evaluation, the Committee may summon of the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

## 6.4 Opening and evaluation of Financial Proposal

- i. Financial proposals of the bidders declared technically eligible by the Tender Evaluation Committee will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter- alia, name of contractors and the rates quoted by them will be uploaded.
- iv. If the **Tender Accepting Authority (as mentioned hereunder in Para 8.1,a)** is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement test checked by the Divisional Accountant / Divisional Accounts Officer attached to the office of the concerned Executive Engineer, instruct the Tender Inviting Authority to upload the final summary result containing the name of contractors and the rates quoted by them against each work after acceptance of the rate.
- v. **However, if there is any scope for lowering down of rates in the opinion of the Tender Accepting Authority, all the bidders will be notified through the website to attend either sealed bid or sealed bid followed by open bid if felt necessary by the Tender Accepting Authority, to be held at the office of the Tender Accepting Authority in his presence at prescribed date and time, which will be done offline, i.e. as manually, as per present procedure.**
- vi. After holding such bids, final result after acceptance of the rate by the Tender Accepting Authority would have to be uploaded in the web portal.
- vii. The Tender Accepting Authority may ask any of the bidders to submit analysis to justify the rate quoted by that bidder.

## 6.5 Procedures to be followed when one/two technically qualified bidder/s participate in any tender.

- a. If there is no bidder or the number of bidder in the 1<sup>st</sup> call is less than three (3), the tender has to be cancelled. In case of participation of more than three (3) bidders, technical evaluation is to be done and if the number of technically qualified bidder is less than three (3), the tender has also to be cancelled”.
  - b. Fresh tender in the form of 2nd call may be invited immediately after relaxation of the credential criteria to the extent deemed necessary by the Tender Inviting Authority and advertisement in widely circulated newspapers.
  - c. Even if, after taking appropriate steps, if the number of technically qualified bidder in the 2nd call is less than three (3), results of Technical Bid Evaluation of 2nd call would be uploaded and financial bid of the technically qualified bidder(s) of the 2nd call would be opened and would be considered in the process of evaluation for acceptance following usual procedure.
  - d. The process would continue unless one valid bidder is found.
  - e. Tender cost may be exempted for the bidders while submitting bids in the 2nd or subsequent calls, those who have participated in the earlier calls.
7. **Bid Validity** : The Bid will be valid for **120 days** from the date of opening of the financial bid”. However, extension of bid validity may be considered if required ,subject to written confirmation of the bidder(s) to that effect”.

## 8. Acceptance of Tender

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

### 8.1 Tender Accepting Authority

As per prevalent orders of I&WD Tender Accepting Authority for different tenders is as follow

- a) For tenders above `45.00 lakhs & upto `2.0 crore: **Superintending Engineer Mayurakshi Canal Circle.**
- b) For tenders above ` 2.0 crore: **Chief Engineer(North).**

### 8.2 Execution of formal tender after acceptance of tender

The bidder, whose tender is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute ‘Formal Agreement’ with the Tender Accepting Authority in quadruplicate copies of W.B.F. No 2911(ii) which may be purchased on cash payment / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned with the work. During making “Formal Agreement” the successful bidder is required to submit fresh tender cost for the duplicate copy of the tender only while all other copies will be provided free of cost.

## 9. Return of Earnest Money of the unsuccessful bidder(s)

For return of the Earnest Money of the unsuccessful tenderer(s), he/she/they is/are to apply for the same to The Executive Engineer concerned with the work, giving the reference to the work, NIT No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all tenderers other than the lowest tenderer in each case may be refunded, after acceptance of the rate in comparative statement or immediately after expiry of seven days from the date of final bid, whichever is earlier.

## 10. Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.

## 11. Deduction of Security Money from the Progressive bill

In terms of **Memo No 08-IB dated 30<sup>th</sup> April 2013** of Secretary to the Govt. of West Bengal, Irrigation & Waterways Department “Earnest Money already deposited during the tender shall be converted as a part of security money and additional security money shall be deducted from the progressive bills at 8% of such amount from each bill, so that the total deduction together with the 2% EMD constitutes 10% of the tendered value of work as actually done.

## 12. Withdrawal of Tender

If any tenderer found lowest after opening of the financial bids withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any tender to the department for a minimum period of one year. All cases in which the Tender Accepting Authority has reason to doubt the bonafide of such withdrawal will be reported to the **Chief Engineer(North)6** in all details for issuance of such disqualification orders by the said Chief Engineer, under intimation to the other Chief Engineers, e-Tendering Cell and also this Department. **Copy of such Order will also be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.**

## 13. Prohibition in canvassing

Canvassing in connection with the e-tenders is strictly prohibited and the tenders submitted by a tenderer who take resort to canvassing will be liable to rejection.

## 14. Labour License obeying labour Act

The contractor has to obtain the labour license from the office of the Joint Labour Commissioner of the concerned District in which the location/site of the work falls, under the provision of W.B.Contract labour (Regulation & Abolition) rules, 1972 and a copy of the license has to be submitted to this office for infor cord, failing which the undersigned will in no case be hold responsible for any action taken by the Labour Department. The undersigned being the **‘Principal Employer’** for the work, will however issue a certificate in specified pro forma of Labour Department in form V for doing the needful by the authority of labour Department.

**15. Cancellation of Tender :** Tender may be cancelled in any stage without assigning any reason.

**16. Subletting of works:** Subletting of work is strictly prohibited & will be viewed seriously & disqualify the agency to participate in the next Tender.

**17. Implementation of Terms & Conditions of printed schedule of rates :** All specifications, Terms and conditions etc. of the printed schedule of rates of Mahananda Barrage Circle, Teesta Barrage Circle, Teesta Canal Circle, P.W.D., P.W.D. (Roads), Member (P.I. &D), & Member (Execution) N.B.F.C.C. will be applicable, unless otherwise specified.

## 18. Inquiry & Help

Any clarifications if required by any bidder may contact with the Help Desk for e-Tendering at Jalsampad Bhawan, 7<sup>th</sup> floor, Kolkata – 700091, and Office of the Superintending Engineer, Mayurakshi Canal Circle over the following electronic instruments.

1) Help Desk at Kolkata :  
Phone No.- (033)2334-6098  
e-mail – irrigationhelpdesk@gmailcom

2) Office of the-  
**Superintending Engineer**  
**Mayurakshi Canal Circle**  
**☎0362-255213 FAX : 0362-255213**  
**e-mail- semccsuri@gmail.com**

**19. Schedule of Dates for e-Tendering**

Sl. No.	Activity	Date & Time
1.	Publishing Date	30.06.2015 at 6.00 pm
2.	Document Download start date	30.06.2015 after 6.00 pm
3.	Bid submission start date	01.07.2015 after 11.00 am
4.	Document Download end date	15.07.2015 at 3.00 pm
5.	Bid submission end date	15.07.2015 at 4.00 pm
6.	Last date physical submission of cost of documents including EMD	15.07.2015 up to 4.00 pm.
7.	Technical Bid opening date	16.07.2015 after 11.00 am.
8.	Uploading of preliminary list of Technically qualified bidders	To be intimated later on
9.	Uploading of final list of Technically qualified bidders	do
10.	Financial Bid opening date	do
11.	Uploading of Financial Bid evaluation sheet	do

**Note :-** In case of any unprecedented “bundh” schedule for tendering procedure will automatically be deferred to the next working day.

**Superintending Engineer  
Mayurakshi Canal Circle**

## Additional Terms & Conditions

1. The Executive Engineer of the Division concerned will be the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made 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 approved by him. The instruction given by the Sub-Divisional Officer and the Sub-Assistant Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.
2. The acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
3. The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
4. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
5. The Government shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
6. Imposition of any duty / tax / royalty etc whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
7. Cess @ 1% of the cost of construction works shall be deducted from the Gross value of the Bill in Terms of Finance Department order No. 853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering Authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region concerned.
8. No mobilization / secured advance will be allowed unless specified otherwise.
9. VAT/Sales Tax, Cess, Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
10. All working tools and plants, scaffolding, construction of vats & platforms will have to be arranged by the contractor at his own cost.
11. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
12. The contractor should see the site of works and tender documents, drawings etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc. Work on river banks may be interrupted due to a number of unforeseen reasons e.g. sudden rise in water level, inundation during flood, inaccessibility of working site for carriage of materials. The Engineer-in Charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account. There may be variation in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of

topography, river condition and other local needs etc. between the preparation and execution of the scheme for which the tendered rate and contract will not be invalidated. The contractor will not be entitled to any claim or extra rate on any of these accounts.

13. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
14. The work will have to be completed within the time mentioned in the tender notice. A suitable work program is to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (seven) days from the date of receipt of work order who will receive instruction of the work, sign measurement book, bills and other Govt. papers etc.
15. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
16. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.
17. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time.
18. The contractor will have to accept the work program and priority of work fixed by the Engineer-in-Charge so that most vulnerable reach and/or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.
19. The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess in any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment.
20. Departmental materials may be issued to the contractor to the extent of requirement subject to availability as assessed and in instalments as decided by the Engineer-in-Charge. Issue of materials may be of three categories.
  - a. Materials issued directly to the work and subject to recovery.
  - b. Materials issued from departmental go down and subject to recovery.
  - c. Materials issued at free of cost.
21. Any materials brought to site by contractor must be subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hrs of issue of the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phase with due intimation to the Sub-Divisional Officer concerned in conformity with the progress of the work. For special type of materials, i.e. Geo Synthetic Bags, HDPE Bags, Geo Textile Filter, Geo jute Filter etc. if any, relevant Data Sheet containing the name of the Manufacturers, Test Report etc. will also be submitted in each occasion. Engineer-in-Charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-Charge is final and binding.



22. For materials under category 20 (a), (b) & (c), the contractor will act as the custodian thereof. The materials will have to be carried from the departmental go-down to worksite by the contractor at his own cost. The contractor shall remain responsible for the proper storage and safety of the materials. Suitable Go-down/ Store shall have to be made by him at his own cost. Penalty charges shall be levied at higher rate for loss, wastage, misuse. Surplus materials of the departmental if any, shall have to be returned to the issuing Go-down or store at the contractor's cost within the time frame as fixed by Engineer-in-Charge, otherwise, the cost at penal rate will be recovered from the bill. Indent for departmental materials shall be submitted by the contractor to the S.D.O. at least 7 days in advance of actual requirement. No claim will be entertained for non-issuance of such materials in time but reasonable extension of time will be granted. All materials, whatever be the category thereof, shall be properly stored by the contractor in suitable go downs near the site of work at his own cost & under no circumstances whatsoever shall any material be removed from the site of work without prior written permission of the Engineer-in-Charge. The contractor shall be responsible for any damage or loss of such materials.
23. The contractor shall also have to satisfy the Engineer-in-Charge regarding the proper utilization of materials which have been issued departmentally.
24. Value of the material, under category (a) & (b) of clause 20 above, will be recovered from the bills of the contractor in one or successive instalments as may be decided by the Engineer-in-Charge.
25. Requisite quantity of cement as may be required for the work will be supplied from the nearest departmental go down if stock permits. The issue rate of cement is shown in the Schedule of materials attached. Any excess consumption of cement by more than 5% over the final consumption statement drawn up as per consumption rate specified in the Schedule will be recovered at a penal rate shown in schedule.
26. Reinforcing steel materials will be issued when stock permits, from the nearest departmental go-down where such material is available in marketable length. While issuing the same, for any particular work the quantity actually required as per approved drawing shall only be issued. While executing the work, it will be responsibility of the Contractor as well as the Engineer-in-Charge to get this quantity properly utilized in the work. Cut pieces, if any will not be taken back by the Department. Recovery for the total quantum of steel issued will be made at the issue rate shown in the Schedule. In case of misuse over +10%, deduction will be made at a penal rate shown in the Schedule. This whole principle shall apply in case of other M.S materials also.

**SCHEDULE OF MATERIALS TO BE SUPPLIED DEPARTMENTALLY AND THEIR RECOVERY RATES**

Sl. No	Name of materials	Issue rate (in `)	Unit	Penalty recovery rate for loss or misuse or wastage	Place of delivery
01	Cement		MT	2 (Two) times issue rate	Departmental go-down
02	Reinforcing Rod		MT	2 (Two) times issue rate	-do-

**Superintending Engineer  
Mayurakshi Canal Circle**

Copy with enclosure forwarded for information and taking necessary action for wide publication to the:-

01.	Chief Engineer(North), Netaji More Market Complex, 5rd Floor, Saraju Prasad Road, Dist. Malda, Pin-732101
02.	Superintending Engineer, North Irrigation Circle I, Malda, Dist - Malda.
03.	Superintending Engineer, North Irrigation Circle II, Berhampore, Dist - Murshidabad.
04.	Nodal officer of e-Tendering. Irrigation & Waterways Department Jalsampad Bhawan, 7th Floor, Salt Lake City, Kolkata-700091.
05	The District Magistrate, Siuri, Birbhum.
06	The Sabhadhipati, Birbhum Zilla Parishad, Birbhum.
07- 09	Executive Engineer, Mayurakshi Head Quarters Division / Mayurakshi North Canals Division / Mayurakshi South Canals Division
10.	Notice Board, Mayurakshi Canal Circle, Suri, Birbhum.

**Encl.:-**

- 1) Form – 1, Application for Tender.
- 2) Form– 2, Yearly Turn over certificate
- 3) Form -3, Completion Certificate(100% Physical)
- 4) Form- 4, Declaration against Common interest.

**Superintending Engineer  
Mayurakshi Canal Circle**

**FORM 1**

**APPLICATION FOR TENDER**

**To**  
**The Superintending Engineer**  
..... Circle

**Tender No:-** .....

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

**Amount put to tender : Rs** .....

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per Tender 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.

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

Full name of applicant: \_\_\_\_\_

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

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

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

Office address:

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

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

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

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

**FORM 2**

**Certificate regarding Summary Statement of Yearly Turnover**

This is to certify that the following statement is the summary of the audited Balance Sheet in favour of ..... for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1.			
2.			
3.			
Total			

**Average Turnover ( In Rs):**

**Note:**

1. Year preceding the current financial year is to be considered as Year-1.
2. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder

**FORM – 3**

**Completion Certificate (100% physical completion)**

1. Name of the work :
2. Name of the client :
3. Amount put to tender :
4. Contractual Rate :
5. Date of commencement :
6. Date of completion as per work order :
7. Actual date of completion :
8. Final gross value of the bill (if the final bill is : prepared, otherwise mention N.A.)
9. Amount contained in the BoQ for the major items of work in lakh of rupees, with reference to the major items stipulated in the NIT.

SI No	Major Items	Total amount as per BOQ (Rs in lakh)	Weightage in % of the total amount put to tender
1	<b><u>Earthwork</u></b> <b>Type-A:</b> Earthwork in dry excavation in irrigation canal/ drainage channels or making embankments on rivers/sea front/ drainage channels or irrigation canals/ reservoirs/ roads/ railways/ ports/ harbours by manual / mechanical means including leads, lifts and disposal / transportation. <b>Type-B:</b> Earthwork in wet excavation in flowing canals/channels / rivers / sea / port/ harbours, by pontoon mounted excavators or other means including leads, lifts and disposal/transportation.		
2	<b><u>Brickwork of all kinds</u></b>		
3	<b><u>Concrete work :</u></b> RCC/PCC of all grades of concrete in hydraulic structures (i.e structures on rivers / sea front / drainage channels or irrigation canals) including formwork and staging.		
4	<b><u>Reinforcing Steel including Structural Steel</u></b> All kinds of steelworks including supply / cutting / bending / binding / fabrication / placing / installation / erection etc.		
5	<b><u>Protection work:</u></b> on rivers / sea front / drainage channels / irrigation or on embankments facing these) <b>Type-A:</b> Cement concrete block pitching or lining / brick block pitching / boulder pitching /dry brick pitching/loose boulder /brick Dumping / sausage aprons / filters (conventional or geojute or geo-synthetic) etc including supply, carriage and laying at site. <b>Type- B:</b> Bullah and bamboo related work, porcupine cages / spurs, nylon or other crates, gunny /geo bag including supply carriage, placing/driving in position at site.		
6	<b><u>Road work:</u></b> All items related to construction / renovation / improvement of bituminous roads		

Note:

1. While calculating the amount, i.e. money value of the major items stated above, amount of all sub-items included in the major items should be arithmetically added.
2. This certificate will be considered as per clause 3.2 A (vii)
3. In case, there is any difficulty in getting the above table filled up in the office of the Authority issuing the completion certificate, signature of the Issuing Authority may be obtained after SI.8. The table below SI.9 may be filled up by the tenderer himself in a separate sheet (title would be Form-3 contd..) using the BOQ and to be signed by him.

Signature of the bidder

Signature of the issuing authority

**FORM – 4**

**Declaration against Common Interest**

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

Date:

\_\_\_\_\_  
Signature of bidder