



Government of West Bengal  
Urban Development Department  
Office of the Executive Engineer  
Central Mechanical Division  
Nirman Bhawan, Salt Lake, Kolkata-700091

## **Notice Inviting Quotation**

**NIQ NO.:UD/NIQ/CMD/07/2014-15 OF EXECUTIVE ENGINEER, Central Mechanical Division**

**Memo No:0853**

**Dated: 21.07.2014**

Notice Inviting Quotation are invited by the Executive Engineer, Central Mechanical Division on behalf of the Governor of West Bengal for the works mentioned 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.wbtenders.gov.in](http://www.wbtenders.gov.in)

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, Government 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.

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

**Name of Work:-INSTALLATION OF BIO-METRIC ATTENDENCE SYSTEM IN THE OFFICE OF SALT LAKE PROJECT NIRMAN BHAVAN UNDER URBAN DEVELOPMENT DEPARTMENT INCLUDING THREE MONTHS TRAINING AND THREE YEARS FREE OF COST MAINTENANCE.**

**Last date & time of submission of bids online is 05.08.14, 14.00 Hrs**

The intending bidder must read the terms and conditions of the NIQ 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 NIQ and related documents, Form 2911(ii), BOQ, Corrigendum etc. and Drawings, if any, shall form part of the tender document.

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

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

Firms or Contractors, bonafide, 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 having proven experience in successful installation and implementation of similar nature of works in a public sector unit or in an organization having manned with at least 300 employees giving bio-metric attendance for supply, installation, execution, training (03 months) and time bound support for 36 months 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 number 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. SCOPE OF WORK:**

Bio-metric attendance system is to be installed in the office of Salt Lake project under Urban Development Dept. (UD) in the office at 'NIRMAN BHAVAN' at Salt Lake and also different site offices i.e. at Baishki Abasan, Sraboni Abasan, Falguni Abasan and Bagjola sewage treatment plant through GPRS system in order to systematically record and monitor the regular attendance of its employees through an Automated Computerized System based on Finger Print Reading. Work should be carried out as per attached BOQ which includes, training (03 months) and time bound free of cost replacement of parts support for next 36 months. INTENDING PARTICIPANTS ARE REQUESTED VISIT THE SITE ON ANY WORKING DAYS PRIOR TO SUBMITTING BID BY CONTACTING EXECUTIVE ENGINEER, CENTRAL MECHANICAL DIVISION, NIRMAN BHAVAN (1<sup>ST</sup> FLOOR), SALT LAKE, KOLKATA- 700 031 (PHONE NO 033-2337-0318).

#### **A. Qualifications of the bidder**

- a. The bidder should be a company/Agency registered in India
- b. The bidder should have an office in Kolkata to administrative, supervise and maintenance of the system going to be installed
- c. The bidder Should have experience in successful installation and implementation of at least two similar bio-metric attendance systems in last two years in a public sector unit or in an organization having manned with at least 300 employees coming under the bio-metric attendance system
- d. The bidder should be capable of supplying the hardware and software for the attendance system (one board to be installed)

#### **B. System requirement**

- a. Same Terminals required for Arrival and Departure of employees.
- b. Required 10(Ten) terminals for attendance in which six will be LAN based & rest four will be GPRS based system.
- c. All the terminals should be capable of operating on finger print reading with built –in smart card reader. These employees whose finger prints can not recognized by the machine, will be authorized by the authority to record their attendance without use of fingerprint readers.
- d. Embedded single Software window for controlling/ managing/ updating the whole attendance system and report generation on daily, weekly and monthly basis with output in MS excel, MS access and PDF format capable of being handled through standard PC of the specification mentioned
- e. There should be provision for future addition of terminals
- f. The same reader should be capable of being used for enrolment as well as authentication of employees based on finger print.

g. Reports should be generated on real time without any time lag and no separate migrating interface should be required to export data from the embedded software in the reader to the software generating the reports.

h. The system will be web based and on windows platform with live data view, edit and report generation.

i. The reports generated from the system should be accessible over internet and the organization wide LAN with different user level permissions provided by UD. A suggested scheme of hierarchy is provided below

*The system administrator should have both view, edit and entry permission over all views, reports and database; Individual Division heads should have view permission for their respective division; one or two top level managers will have view permission for the entire organization; All employees (User level) will have view permission for their respective individual reports only.*

j. The system should have leave format based on the standard templates of UD with proper approval levels.

k. The system should be capable of handling minimum 200 and maximum of 800 employees without changing or up gradation of the software or the basic hardware only by adding reader terminals.

l. The system should have power backup of approx. 45 minutes, operating system backup and database backup.

m. Following reports in format are required. This is an indicative list and modifications will have to be done within the same cost:

- a. Professional reports for in/out time for all, individual and group level on a particular time and period.
- b. Late report with an option of informing the individual, departments in a standard format over mail, and hard copy print out.
- c. The whole day's report should be mailed to the authorized person defined by UD over mail at mid-night.
- d. Generation of employee time-sheet and leave register.
- e. Summary report should be visible in system (employees in office/ employees left for the days, employees on leave etc.) live at any point of time through a standardized menu driven interface.

#### **C. Responsibilities of the contractor/vendor**

- a. Supplying and installation of all the hardware and software required to establish the system described at "B" above.
- b. The vendor should arrange a professional training on the whole system to the selected staff of UD.
- c. The system should be updated with the latest employee details to be provided by UD and the corresponding finger scanned through the system by the vendor and the vendor will have to maintain the system through onsite support for three months subsequent to successful installation of the system within which period the reporting system also should be stabilized according to the requirements of UD. At the end of the three months period the vendor should handover the system to UD with hardware and software details, as well as license documents (wherever applicable) of the software, hardware and training manuals. After handing over the Vendor should maintain the onsite time bound support of the system for a period of 36 months starting from the date of successful installation of the system.
- d. During the three months period of training as detailed above, daily/weekly/monthly report of attendance should have to be submitted to UD.

## Technical Details

### Specifications of the Biometric Finger Print Reader:

Device should have Matching Mode 1 : N as well as 1 : 1, with Fingerprint based Biometric Control

Template Storage capacity should be minimum 9000 templates Per Machines or greater

Fast image scan time | verification speed: within 2 seconds

Device should be able to store upto 50000 Records and should be Broadband based

Push Data to Server having Static IP over Internet using Broad band using TCP/IP/GPRS Protocol Data Push

Web Server Interface for Setting up, configuring & managing the terminal various Parameters.

Data download should be automatic, Extremely User Friendly to setup the Service Provider for TCP/IP / GPRS & Data Transfer Schedules

Authentication of Terminals, if data are received over Internet for controlling the Data cloning or unauthorized terminals pushing the data to Server

Built-in UPS with Maintenance Free Batteries with Back-up time of 4 hours in absence of Power

16 Character X 2line LCD Display and Should show the date and time always and must display employee Name, Employee ID

16 Key Sealed telephone Keypad with at least 3 Function Keys reserved for Administrative Functions with Password / Pass Finger based entry restriction

Finger Print Scanner shall be UL/CE/UN certified or FVC award winner and shall be from a world known Company, Mention the Make

Finger Registration atleast two finger per employee

Finger Quality : 5 Level (Class A till Class E) Finger quality shall be returned while enrolment, Force Enrolment Possible for persons having Flat Finger

Terminals should have built-in Mifare card Reader & Writer, 2 Fingers (any) per Person can be stored in 1 KB Smart Card, Customer Definable Key for Authentication with Smart Card

USB Pen Drive Interface for transferring of Data & Finger Template in encrypted Mode

Audio Buzzer & Human Voice Speaker & Visual Indication using Green LED Indication for Acceptance

**Verification Mode for individual can be set in one of the following mode: -**

Finger Only Mode(1:N)

-ID + Finger (1:1)

- ID + PIN + Finger (1:1)

- ID Only Mode (for privileged persons with no finger option)

Strong cabinet body made from materials like ABS plastic. Strong enough to withstand the pressure exerted during its normal usage and withstands the harsh cold and hot /humid weather conditions

Matching/Validation can be made through following modes:

(i)Fingerprint only

(ii)Smart Card + Finger print

Sheet Metal Enclosure casing for Safety & security with lock Key. Wall mounted Sheet Metal Enclosure Casing for Safety & Security with lock key. The Mild Steel (MS) Panel meant to provide physical security to terminal from natural or artificial trauma/vandalism with grouting arrangement. The Panel shall have door with transparent acrylic cover to make the terminal visible & need not be opened to give finger print punching & large green LED for finger acceptance.

The Biometric Terminal shall be manufactured in India by an ISO 9001 certified Company.

The vendor should have manufacturing facility & support facility all over India.

Operating temperature 5 - 50 degrees Celsius

Operating Humidity: 10% - 90% Non-Condensing

#### **Time & Attendance Software :**

The Time and Attendance software (Web Based) must satisfy the following requirement:

Software should be on a Windows: xp and should also be compatible with the latest version.

Database if required for the host software should be SQL.

Easy to manage and selection option required in report Employees Name & Emp Code, Departments, shift, category, section.

Should supports leave management There should be flexibility in the type of reports generated by the Software- Daily Attendance Statistics Report, Attendance General Report, Staff On- Duty/Off duty Report etc.

All reports to be generated in text and MS excel for further calculation

The attendance reader should be able to push punches into the software in real time. The software should be able to run reports in real-time like on-premise and exception reports. This is especially important as the depots would like to know who has come in or not and take quick decision in deploying other personnel, if required.

Separate Template Capture & management Software application shall be deployed to add/ delete template remotely using TCP/IP/ GPRS Protocol , Initial data entry and template creation of Employee data in to the system and on every device along with training to Employees to handle the software +Machine and to upload the data on the system by the vendor.

1. Reports generated from the system should be accessible over internet and this office LAN with different user level permission. A suggestive scheme of hierarchy is given below.

**System Administrator (Chief-Engineering Advisor.)** : Can view the entire database, generate any report.

**Administrator** : Can view the entire organization, generate any report.

**Special Engineer** : Can view the entire organization and generate any report.

**Executive Engineer**: Permitted to view their staff of respective division only.

**Sub-divisional Officer** : Permitted to view their staff of respective sub-division only.

**Staff** : Can view their respective individual reports only.

2. The system should have leave format based on standard templates with proper approval levels.
3. The system should be capable of generating following reports. This is an indicative list and modifications will have to be done within the same cost.
  - a. Reports for in/out time for all, individual and group level for a particular time and period.
  - b. Late Report with an option of informing the individual and O/C in a standard format through, Mail and Hard copy print.
  - c. The whole days report should be mailed to the authorized person defined by the authority at midnight.
  - d. Generation of employee time-sheet and leave register,
  - e. Summary report should be visible in system live (employee in office, employee left for the day's, employee on leave etc.) at any point of time through a standard menu-driven interface.

**Standard PC specification:**

- i. Processor: Intel Xeon Processor, 3.4 GHz (minimum).
- ii. Operating system: Windows 2003 Server (or latest).
- iii. RAM (at least): 4 GB DDR3 (installed)
- iv. HDD: 320 GB with HOT SWAP (Minimum), (SATA/SCSI)
- v. Optical Drive: DVD (Read +Write)
- vi. Monitor: 19" Flat LCD
- vii. Mouse: Optical (USB).
- viii. Key board: Standard (USB).
- ix. LAN: 2 X Ethernet [10/100/1000BaseTX].
- x. USB port (at least): 6 nos. (front side : 2nos. and rear side: 4 nos.)
- xi. Serial port/ COM port/ Parallel port
- xii. PCI slots (spare and unused): 2nos. (minimum)
- xiii. Sound card (on board or internal).
- xiv. 3 Years onsite warranty from OEM
- xv. Accessories: And all the software, drivers, cables, required for the Servers.

**\*\* PC/Server will be provided by the Bidder.**

### 3. Submission of NIQ

#### 3.1 General process of submission

Participants are to be submitted online through the website stated above. All the documents uploaded by the NIQ Inviting Authority form an integral part of the contract. Participants are required to upload all the documents along with the other documents, as asked for in the NIQ, through the above website within the stipulated date and time as given in the NIQ. Participants are to be submitted in two folders for the work, First one Technical Proposal and second proposal i.e Financial Proposal. The Participant 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 individually 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). Participants should specially take note of all the addendum / corrigendum related to the NIQ and upload the latest documents as part of the NIQ.

### 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 NIQ** (Vide Form-1) (to be submitted in "Forms" folder)
- ii. **Tender Form No.2911(ii)** (to be submitted in "2911" folder)
- iii. **Notice Inviting Quotation (NIQ)** (to be submitted in "NIT" folder)
- iv. **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 NIQ. Bidders submitted without the Addendum / Corrigendum will be treated as informal and liable to be rejected.
  
- v. **Average annual turnover from contracting business**  
  
Summary statement of average annual turnover from contracting business 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 with other participants** (Vide Form-4) (to be submitted in "Forms" folder)
  
- viii. **Earnest Money Deposit (EMD)**  
  
Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) / Deposit at Call Receipts (DCR) of Rupees ten thousand only towards EMD, in favour of the Executive Engineer Central Mechanical Division payable at Kolkata. (to be submitted in "Drafts" folder)

**Note:** NIQ 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 Challan and PAN Card details. Application for such 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. Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances

having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However, in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant is to submit an affidavit in Non-Judicial Stamp Paper along with the application pledging that *"the registration certificate of the Consortium / Partnership Firm would be submitted to the Tender Inviting Authority before making agreement with the Tender Accepting Authority in case he is found lowest."* In case of inordinate delay in submitting the document, his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the Consortium / Partnership Firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of tender otherwise his application will be rejected.

**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) 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 which should be supported by the Bill of Quantities (BOQs) for the said completed work).*

- iv. **Others** : Relevant licence if any.

**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) **Please note that financial proposal will be opened for those who are qualified in Technical proposal.**

i. **Bill of Quantities (BoQ):**

The contractor is to quote the rate item wise online through computer in the space marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).*

### 4. Submission of original copies of documents of Earnest Money Deposit

i. **Mode of Payment**

Cost towards EMD must be submitted in the form of Bank Draft (BD), Bankers Cheque (BC) and Deposit Call receipts (DCR) of any scheduled Bank of India. Payment in any other form, e.g. NSC, KVP, etc. will not be accepted.

ii. **Place of submission**

The original copies of the DD / BC / DCR, towards cost of Earnest Money Deposit should be submitted in a **sealed envelope** in the Office of the Executive Engineer, Central Mechanical Division at Nirman Bhawan, 1<sup>st</sup> Floor, Salt Lake, Kolkata-700091

iii. **Time of submission**

The original copies of DD / BC / DCR towards cost of 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 in the IQ. 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.

## 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 Infra-structure 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), 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.

## 5.2 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection

## 6. Opening and evaluation of tender

### 6.1 Uploading of summary list of technically qualified tenderers

- i. Pursuant to scrutiny and decision of the Tender inviting authority the summary list of eligible tenderers for the work whose Technical & Financial Proposals will be considered will be uploaded in the web portals.
- ii. While evaluation, the under signed may summon of the tenderers 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.

### 6.3 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 and EMD have been received will only be opened. Proposals corresponding to which original copy of DD / DCR / BC towards tender cost and 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 Processed Committee

#### 6.4 Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers declared technically eligible by the Tender inviting authority will be opened electronically 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 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 to upload the final summary result containing the name of contractors and the rates quoted by them against each item 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 tenderers will be notified through the website to attend sealed bids to be followed by open bids 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 tenderers to submit analysis to justify the rate quoted by that tenderer.

#### 7. Bid Validity

The Bid will be valid for 90days from the date of opening of the financial bid

#### 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

Special Engineer , Salt Lake Reclamation and Development Circle U.D. Department, Govt. of W.B. or the undersigned as per existing rule.

##### 8.2 Execution of Formal tender after acceptance of tender

The tenderers, 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.

#### 9. Return of Earnest Money of the unsuccessful tenderer(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 , NIQ 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

- a. 60% payment after successful installation and live introduction of the system
- b. 30% payment after successful installation of the system completion of next three months monitoring and training of staff
- c. 10% plus SD money will be released after completion of the 39 months on satisfactory performance of the installation, execution, training (for 03 months) & time bound support (for next 36 month)

#### 11. 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 should be reported to the Chief Engineer concerned 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 should invariably be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

#### 12. Schedule of Dates for e-Tendering

Sl. No.	Activity	Date & Time
1.	Publishing Date	22.07.2014 : 1400 hrs
2.	Document Download start date	22.07.2014 : 1400 hrs
3.	Bid submission start date	22.07.2014 : 1400 hrs
4.	Document Download end date	05.08.2014: 1400 hrs
5.	Bid submission end date	05.08.2014: 1400 hrs
6.	Last date physical submission of cost of documents including EMD	06.08.2014: 1400 hrs
7.	Technical Bid opening date	07.08.2014: 1500 hrs
8.	Financial Bid opening date	To be notified later

### **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, and (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 01.02.2008. Also it is instructed to register his Establishment under the Act, under the competent registering authority, i.e Assistant Labour Commissioner / Deputy 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 and 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.
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 programme 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 Government 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 workforce 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 programme 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. 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 hours 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.

  
Executive Engineer  
Central Mechanical Division  
6/2/2017