



GOVERNMENT OF WEST BENGAL
Office of The Executive Engineer
SOUTH KOLKATA HEALTH ELECTRICAL DIVISION, P.W.DTE
 75, Diamond Harbour Road, Kolkata -700023
 Phone: (033) 24491391 e-mail: ee1sthkolhedpwd@wb.gov.in

Memo No.:- 234

Date:- 08.02.2018

NOTICE INVITING QUOTATION NO : Q84 of 2017-18
(Through Pre-qualification)

Tender/Quotation Ref. No.: WBPWD/SKHED/Q84/17-18

The Executive Engineer – I, South Kolkata Health Electrical Division, P.W.Dte., 75, Diamond Harbour Road, Kolkata-700 023 invites e-Quotation for the work detailed in the table below.

(Submission of Bid through online)

1.	Name of Work:	Day to day maintenance of entire electrical installation for both non-residential & residential buildings, compound light including operation of Diesel Generator set in the premises of IPGME&R-SSKM Hospital, Kolkata under SSKM(H) Electrical Sub-Division, P.W.Dte. (For the period of One year)
2.	Eligibility of the Bidder	Bonafide, resourceful & reliable outside electrical contractor (Eligibility criteria as per Sl. No.-4 mentioned below) through pre-qualification
3.	Earnest money To Be Deposited:	Rs. 95,000/-
4.	Cost of Tender Documents :	NIL
5.	Period for Completion of Work :	365 days (1 year)
6.	Name of the Concerned Division :	SOUTH KOLKATA HEALTH ELECTRICAL DIVISION, P.W.DTE.

GENERAL CLAUSES

- (1) In the event of e-filling, intending bidder may download the Tender documents from the website: - <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. ***The Bidder mandatorily has to submit Earnest Money amounting to Rs. 95,000/- (Rupees ninety five thousand only) through his net banking enabled bank account, maintained at any bank, or through any bank by generating NEFT/ RTGS challan from the e-tendering portal.*** Intending Bidder will get the Beneficiary details from e – tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

N.B.: Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.



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- (2) Financial Bid is to be submitted concurrently, duly digitally signed, in the website <https://wbtenders.gov.in>.
- (3) The Financial Offer of the prospective bidder(s) will be considered only if the Technical Documents of bidder found qualified by the “Bid Opening Officers”. The decision of “Bid Opening Officers” will be final and absolute in this respect.
- (4) **Eligibility criteria for participation in the bidding: -**
- (i) A person/entity that is suspended/debarred by a procuring entity shall not be allowed to participate in any procurement process under Public Works Department during the period of suspension / debarment unless the same has been revoked.
 - (ii) A joint venture or consortium which is suspended / debarred or which has suspended / debarred member/s and/or partner/s as well as a person/entity who is a member of a suspended/debarred joint venture or consortium shall, likewise not be allowed to participate in any procurement process under Public Works Department during the period of suspension / debarment unless the same has been revoked.
 - (iii) The contractor who have been delisted or debarred by any Government Department shall not be eligible in any way. **Besides**, the prospective Bidder or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will also be considered as disqualification towards eligibility. *[An undertaking should be given stating thereby that the Firm has not been debarred or penalized for any reasons out of work by any Government Department, in Non – Judicial Stamp paper of appropriate value duly notarized as per Proforma given in Section B – Affidavit ‘Y’, in absence of which the bid will be liable for rejection. [Non statutory Documents]*
 - (iv) Valid ***self-attested documents*** of - ***upto date*** Trade License, Professional Tax Registration Certificate, Professional Tax Deposit Challan for current F.Y., Pan Card, GST Registration certificate, Income Tax Return for latest assessment year, Voter ID Card for self-identification, are to be accompanied with the Technical Bid Documents. **[Non statutory Documents]**
 - (v) The Tax Audit Report in 3CD Form along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant, for last three Financial Years, are to be submitted. If the bidder is not liable for Tax audit, as per his/ their financial transaction value and as per rule/ law in force, ***an undertaking should be given to that effect in Non- Judicial Stamp Paper of appropriate value, duly notarized.*** In either cases, ***The Balance Sheet, Profit & Loss Account and all related schedules must be examined and signed by a competent Chartered Accountant, failing which the bid will be liable for rejection.*** No other name along with applicant name, in such enclosure will be entertained. **[Non statutory Documents]**
 - (vi) In case of Company, the Memorandum of Articles, duly authenticated by R.O.C. and in case Partnership Firm, the Deed of Partnership along with Registration Certificate of the Firm and Power of Attorney to be submitted **[Non-Statutory documents]**.
 - (vii) The prospective bidders shall satisfactory completed **as a prime agency** during the last 5 (five) years from the date of issue of this notice and they shall have **Credential of at least** either of the following **[Non-Statutory Documents]**:-



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- a. **40% of the estimated amount whichever is higher** for at least **one completed work** of similar nature i.e. mtc. of E.I. at residential and non-residential building under authority of State/ Central Govt. State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt.
 - b. **30% of the estimated amount whichever is higher** for at least **two completed works** of similar nature i.e. mtc. of E.I. at residential and non-residential building under authority of State/ Central Govt. State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt.
- N.B.:- Estimated /Executed amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate, similar nature of work.**
- c. **One single running work** of similar nature i.e. mtc. of E.I. at residential and non-residential building under authority of State/ Central Govt. State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. which has been completed to the extent of **80%** or more and value of which is **not less than the desired value of (a) above.**

N.B.:- In case of running works, certificate of satisfactory running work from the concerned Executive Engineer or Equivalent competent authority mentioning that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, the total value of work and both executed value of the work; should be submitted.

(viii)

- a) A prospective Bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.
 - b) A prospective Bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm or in Joint Venture. If found to have applied severally in a single job, all his applications will be rejected for that job.
- (ix) Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the current year, if applicable, and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering as per memo no.- 44-A/4M-11/2001 dated 09/01/2004 of Deputy Secretary-III, PWD. [Non Statutory Documents]
- (x) The prospective Bidder shall have, in their full time engagement, experienced technical personnel, the minimum being **one Electrical Engineering Diploma holder** failing which the bid will be liable for rejection **[Authenticated documents in respect of qualification and engagement (in Non-judicial Stamp paper of appropriate value, duly notarized) shall have to be furnished in Non statutory Documents for Technical Evaluation without which the Technical Bid shall be liable for rejection.]**
- (xi) The Bidder/ contractor must have valid **Electrical Contractors License** alongwith Electrical Supervisor holding Supervisor competency of Competency granted by Licensing Board, West Bengal in the parts 1, 2, 3, 4, 5, 6 (A), 6 (B), 7 (A), 7 (B), 10, 11 & 12 or equivalent National Supervisors' Certificate of Competency, under full time engagement. *An Affidavit, made by the*



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said Supervisor in non-judicial stamp paper of appropriate value, duly notarized, stating such full time engagement during current tenure and engagement/ appointment letter issued by the bidder should be furnished without which the Technical Bid shall be treated non-responsive. [Self attested scanned documents in respect of above i.e. qualification, declaration (in Non-judicial Stamp paper of appropriate value, duly notarized) and engagement shall have to be furnished in Non statutory Documents for Technical Evaluation without which the Technical Bid shall be liable for rejection.]

- (5) Where there is a discrepancy between the NIQ rate & the line item total resulting from multiplying the NIQ rate by the quantity, the NIQ rate quoted shall govern.
- (6) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
- (7) The prospective Bidder shall establish field testing laboratory at their own cost and arrangement, if required, equipped with requisite instruments and technical staff according to the requirements of works to be executed.
- (8) **No mobilization /secured advance will be allowed.**
- (9) Bids shall remain valid for a period not less than **120 (One hundred twenty) days** from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- (10) The successful Bidder shall have to arrange for storing of materials, labour shed etc. at their own cost and responsibility.
- (11) Labour Welfare Cess will be deducted as per prevailing rule.
- (12) **Rate should be quoted inclusive of all taxes and duties. In case of any addition/amendment in tax rate/structure, the same has to be borne by the agency.**
- (13) Important Information : - (Date & Time schedule)

Sl.	Particulars	Date & Time
1.	Date of Publishing (Online)	08/02/2018
2.	Documents Download / Sell Start date (Online)	08/02/2018
3.	Documents Download / Sell End date (Online)	28/02/2018 upto 06.00 PM
4.	Pre Bid Meeting Pre Bid Meeting Place – O/o The Executive Engineer South Kolkata Health Electrical Division P.W.Dte. 75, Diamond Harbour Road, Kolkata - 700 023	19/02/2018 at 02.00 PM
5.	Bid submission start date (Online)	20/02/2018 from 10.00 AM
6.	Bid submission Closing date (Online)	28/02/2018 upto 06.00 PM
7.	Bid opening date for Technical proposals(Online)	05/03/2018 at 10.30 AM



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(14) LOCATION OF CRITICAL EVENTS: -

Bid Opening :



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- (15) The Agency will be liable to maintain the work, at working portion, at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost from the date of completion of the work for a period applicable as per prevailing departmental norms. If any defect/damage is found during the period as mentioned above, the contractor shall make the same mending good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
- Also, the Prospective Bidders shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and a period, as applicable, from the date of successful completion of the work, to the entire satisfaction of the Engineer-in-Charge which will be considered towards release of "Security Deposit". Full security deposit will be disbursed upon completion of Defect Liability Period, as per Memo No. 874-W(C)/1M-192/2014 dt. 27.11.2014 of The Principal Secretary, P.W.D. and/ or prevailing departmental norms, from the date of full completion of the work at the appropriate satisfaction of Engineer-in-Charge. The defect liability period of the work will be treated as One year from the date of completion of work. *A retention towards Performance Security amounting to 10 (ten) percent (including 2% Earnest money) of the billed amount shall be made by the Executive Engineer from 1st R.A. bill to Final bill. No interest will be paid on the Performance Security Deposit.*
- (16) All Bidders are requested to present in the office of the Executive Engineer, South Kolkata Health Electrical Division, P.W.Dte. during opening the financial bid. Executive Engineer, South Kolkata Health Electrical Division, P.W.Dte. may invite Open Bid / Sealed Bid / subsequent Call after opening of the said bid to obtain the suitable rate further, if required. ***No objections in this respect will be entertained, raised by any Bidder*** who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal Bidder will be entertained in the Bid further.
- (17) Site of work and necessary drawings (if any) and Layout of Work may be handed over to the Supervisor of the Contractor, at a time/ phase wise, as the case may be. No claim in this regards will be entertained. If the Stipulated period of completion of work is mentioned to be counted from the date of Layout, the same will be considered from the First date of Layout. However, a gap of minimum 7 (Seven) days would be maintained between Last date of Layout and Date of Completion. Stipulated period for completion of work should be strictly adhered to, subject to availability of site.



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- (18) No layout shall be given by any Departmental officer, other than to a qualified Engineer or licensed Supervisor (For Electrical works only) as stated above. If the Contractors fail to be represented by a Supervisor/ Engineer in the manner stated above or does not immediately apply for layout, the date and time of layout shall be fixed by the Departmental Officer and intimated to the contractor, but no extension of time shall be granted to the contractor for such delay in commencement of work, unless there is sufficient cognizant reason. The Supervisor and Engineer, as mentioned above, shall also be responsible for supervision and execution of the work and should be available at site at the time of inspection of site by the E.I.C. and/or concerned A.E. The work should be executed by skilled and qualified workmen (having workman permit in requisite parts granted by Licensing Board, West Bengal – in case of Electrical Works only) under proper guidance and direct supervision of such a qualified Electrical Supervisor and Engineer.
- (19) While recording measurements, the MB shall be signed by the Contractor's Engineer or Supervisor, with his License No. noted therein, as a token not only of the acceptance of measurement but also quality and execution of the work under his supervision. No bill shall be paid by the Executive Engineer unless the Contractor's Supervisor signs the MB as stated above. Frequent omission on the part of the contractor to sign the MB, shall be reported to the Superintending Engineer for administrative action.
- (20) The Bidder, at his own responsibility and risk, is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work, as mentioned in the Notice Inviting Tender, before submitting offer, with full satisfaction. However, no claim will be entertained towards cost and/or incidental charges or any other charges, for such visit of site and obtaining any information, in relation to this work, by this department.
- (21)
- a. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Executive Engineer, South Kolkata Health Electrical Division, P.W.Dte. reserves the right to reject any application for purchasing Bid-Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.
 - b. The Executive Engineer, South Kolkata Health Electrical Division, P.W.Dte., reserves the right to cancel the NIQ due to unavoidable circumstances and no claim in this respect will be entertained.
- (22) Refund of EMD: The refund of EMD will be guided by Finance Dept., Audit Branch Notification No. 3975-F(Y) Dtd. 28.07.2016.
- (23) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.
- (24) **Conditional/ Incomplete Quotation/ Quotation with Price/ Specification Variation clause(s) will be liable for rejection of bid** and any further claim will not be entertained in this regard. The offered rate(s) should be inclusive of all taxes and duties. No claim regarding any taxes and/or any other charges will be entertained in any shape.
- (25) The intending Bidders are required to quote the rate online (both words & figures).



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- (26) *Contractor shall have to comply with the provisions of (a) minimum wages Act. 1948 (b) Employees' Provident Funds & Miscellaneous Act 1952 and (c) E.S.I. Act, 1948 and any further notifications thereof or any other laws relating thereto and the rules made and order issued there under from time to time. If the bidder is not liable for ESI/ EPF registration, an undertaking should be given to that effect in Non- Judicial Stamp Paper of appropriate value, duly notarized.*
- (27) The work will be taken over as a whole, in complete shape. Materials, required for execution of work, will not be taken over by this department under any circumstances. Security arrangement of the materials – installed/ partly installed/ stored at site, should be made by the bidder at their own cost and responsibility. This department will not be responsible in any means for any unwanted damage/ loss of such materials/ unfinished work prior to take over of the entire project by this department and the agency shall have to recoup the losses/ damages at their own cost.
- (28) Guiding schedule of rates: - As per Public Works Directorate (Electrical) Schedule Book.
- (29) During the scrutiny, if *the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the Tender and that application will be out-rightly rejected without any prejudice.* The Executive Engineer, South Kolkata Health Electrical Division, P.W.Dte. reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
- (30) Before issuance of the WORK ORDER, the Tender inviting authority may verify the credential and other original documents of the lowest bidder if found necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false, in that case, work order will not be issued in favour of the said bidder under any circumstances and the EMD submitted by the bidder will stand forfeited.
- (31)
- a. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence-
 - (i) WB Form No: 2911(ii) with latest modification by the competent Authority.
 - (ii) N.I.Q./N.I.Q
 - (iii) Special Terms & Conditions.
 - (iv) Technical Bid.
 - (v) Financial Bid.
 - b. If any discrepancy arises which is not to be solved through the procedure mentioned above, decision of the notice inviting Authority is final and binding to the bidders.
- (32) Qualification Criteria: -
The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.
- (33) **No interest will be paid on the Performance Security Deposit.** Upon completion of Defect-Liability period, the successful bidder shall have to apply to the Engineer-in-charge, through proper channel, for release of Security Deposit Refund. The payment will be made as and when fund will be available from the concerned source subject to fulfilment of necessary criterion and recommendation of concerned SAE & AE as well as completion of defect-liability period. No



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claim, whatsoever, for delay in payment, if any, will be entertained. Contractors are requested to quote their rates accordingly.

- (34) Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908 vide Order of the Governor, Secretary to the Govt. of West Bengal's No.61/SPW/12 dated 08.06.2012.
- (35)
- a. The existing clause-17 of condition of contract of the printed agreement form 2911/2911(i)/2911(ii) has been substituted by the clause as notified vide the notification no 177-CRC/2M-57/2008 dated 12/07/2012 of the Secretary, PWD, Govt. of West Bengal and also to be followed accordingly.
 - b. In connection with the work, Arbitration will not be allowed. The Clause-25 of condition of contract of the printed agreement form 2911/2911(i)/2911(ii) has been deleted vide notification no. 558/SPW dt. 13.12.2012 of the Secretary, P.W.D., Govt. of West Bengal.
- (36) In case of any non-scheduled holiday (Bandh / Strike) on any of the aforesaid dates, the next working date will be treated as schedule date for the purpose.
- (37) Acceptance of lowest or any tender is not obligatory. The accepting authority reserves the right to reject any or all quotations without assigning any reason thereto.
- (38) In case of items, where multiple makes are given in the BOQ, on 'either-or' basis, the decision, regarding exact make of the item at the time of execution of work, of Engineer-in-Charge will be final and binding to the bidder. Declaration regarding bidding on specific make should be treated as conditional bid and therefore shall be liable for rejection.
- (39) For any unwilling clerical error and omission in any of the clauses of this particular Tender, the undersigned on behalf of this department under Government of West Bengal and/or on personal capacity shall not be responsible for such error and omission. In such cases, if any difference of opinion arise, the decision of the undersigned will be imperative to all the parties.
- (40) Tampering/ modification of any form and NIQ document shall be liable for rejection of the bid.**
- (41) All conditions, not mentioned in this N.I.Q. but mentioned in Schedule of Rates for Electrical Works, P.W.D. under General Instructions, are also strictly be adhered to.
- (42) Suspension and debarment of suppliers, Contractors and Consultants:** Penal measures of suspension and debarment of suppliers, contractors and consultants will be taken against who are participating in the tender process as well as selected for execution of public works for their false declaration of forgery of falsification of records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay in execution of the public works or execution of faulty works as per Memorandum No.547-W(C)/1M-387/15 dated 16.11.2015 of public works Department, copy of which with its annexure is attached which will form a part of the tender document.
- (43) This Notice Inviting Tender will be treated as a part of the Contract Agreement Document if and when awarded. Accordingly it should be duly signed by the Executor.



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- (44) A certificate should be provided along with the final bill stating that the work has been executed maintaining prevailing IE rule / IEC and ensuring electrical safety. Final bill will not be processed without the said certificate.
- (45) The contractor shall be liable to extend all sorts of supports e.g. opening of switch board, BDB, panel etc. for checking by departmental officers (upto 20% of total project) and re-fixing/reinstallation with modifications, if any, at his /their own cost and responsibility. No further claim shall be entertained for the same.
- (46) If the EMD, submitted by the tenderer, falls short of 2% of quoted value, the 'L1' bidder shall have to submit EMD in the form of DD for the deficit amount.
- (47) All working staff deployed for the work should carry ID proof issued by the agency and counter signed by concerned Assistant Engineer while at work site and must be produced on demand.
- (48) Mandatory deductions will be made from Gross bill value as per prevailing rule at the time of payment of bill.
- (49) Wrapping of construction area / buildings with geotextile fabric, installing dust barriers, or other actions, as appropriate for the location at his own costs and responsibilities.
- (50) Disposal of debris in consultation with the local authorities following proper environment management practice at his own costs and responsibilities.

Sd/-

Executive Engineer – I
South Kolkata Health Electrical Division, P.W.Dte.

Memo No.:- 234/1

Date:- 08.02.2018

Copy forwarded to the Director of Information, Dept. of Information & Cultural Affairs, Nabanna, 9th Floor, 325, S.C. Rd., Shibpur, Howrah – 711102 alongwith advertisement matter with the request to publish the same in one leading Bengali, one leading English and one leading Hindi daily news paper.

Sd/-

Executive Engineer – I
South Kolkata Health Electrical Division, P.W.Dte.

Memo No.:- 234/2(14)

Date:- 08.02.2018

Copy forwarded for information to the:

1. Chief Engineer Electrical PWDte.
2. Chief Engineer, South Zone, PW Dte.
3. Superintending Engineer, Health Electrical Circle, P.W. Dte.
4. Executive Engineer, North Kolkata Health Electrical Division / Central Kolkata Health Electrical Division, P.W. Dte..
5. Assistant Engineer & Assistant Engineer (LR), SSKM(H) El. Sub-Division, PW Dte/ South Kolkata Health Electrical Sub-Division – I & II, PW Dte.
6. Divisional Estimator, South Kolkata Health Electrical Division, PW Dte.
7. Divisional Accounts Officer/Cashier South Kolkata Health Electrical Division, PW Dte.
8. This Office Notice Board.
9. File Copy.

Sd/-

Executive Engineer – I
South Kolkata Health Electrical Division, P.W.Dte.



INSTRUCTION TO BIDDERS **SECTION – A**

1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders/Tenders have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor

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

3. Digital Signature certificate (DSC)

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount, details are available at the respective Web Site.

4. The contractor can search & download NIQ/NIQ & Tender Documents electronically from computer once he logon to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. I) Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

II) Pre Bid Meeting

Bidders are requested to attend the pre bid meeting on specified date, time & venue for their any shorts of clarifications. No request for relaxation and alteration of specifications and others will be entertained after the date and time of pre-bid meeting.

6. Submission of Tenders

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

A. Technical proposal

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

A-1. Statutory Cover – It should Contain:

- (i) Pre-qualification Application in *Form – I* (As per format given in *Section B*) (*mandatory*).
- (ii) NIQ *with all agenda & corrigendum and terms & conditions* (download & upload the same Digitally Signed. *In case quoting any rate in 2911(ii) the tender liable to summarily rejected*).



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A-2. Non statutory Cover – It should Contain:

- (i) GST Registration Certificate as mentioned above.
- (ii) Professional Tax (PT) Registration Certificate and challan for the current financial year, Pan Card, IT Return for the Assessment year 2016-17
- (iii) Up-to-date Trade License.
- (iv) Voter ID Card for self-identification.
- (v) Registration Certificate under Company Act. (if any).
- (vi) Memorandum of Articles, duly authenticated by R.O.C. for Company and the Deed of Partnership along with Registration Certificate of the Firm for partnership firms.
- (vii) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- (viii) Certificate/ Licence for enrolment under EPF & Miscellaneous Provisions Act 1952 and ESI act 1948 or declaration, as mentioned above.
- (ix) Tax Audit Report in 3 CD Form *or* Declaration along with Balance Sheet & Profit & Loss A/c for the last Three years (**2016-2017, 2015-2016 and 2014-2015**) duly signed by competent Chartered Accountant, *as mentioned above*.
- (x) Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) byelaws are to be submitted by the Registered labour Co-Op(S), Engineers' Co.- Opt.(S), wherever applicable.
- (xi) Financial Statement in *Form – II*, duly notarized (as per proforma shown in *Section – B, Form – II*). [*submission of Form II, not through Affidavit, will make the bid liable for rejection*].
- (xii) List of Technical staffs along with structure of Organization [as per proforma shown *Sec-B, Form-III*] [non-submission of the same will make the bid liable for rejection]
- (xiii) Completion Certificate as mentioned above in this NIQ and *Form – V* (as per proforma shown in *Section – B*). [non-submission of the same will make the bid liable for rejection]
- (xiv) Declaration as per format given in *Section B – Affidavit 'Y'*, duly notarized in non-judicial stamp paper of appropriate value. The declaration should be given on the basis of current NIQ and as per proforma given in *Section B*. [non-submission of the same or affidavit made at an earlier date will make the bid liable for rejection].
- (xv) Valid '**Licence to Electrical Contractor**' issued by the competent authority, in favour of the bidder and Name & Declaration of Electrical Supervisor of the bidder (through affidavit duly notarized) alongwith Supervisory Competency Certificate, as mentioned above. [non-submission of the same will make the bid liable for rejection].
- (xvi) Documents in respect of Electrical Supervisor (copy of SCC, appointment letter, Affidavit etc.) and Diploma/Degree Engineer (copy of Pass Certificate, appointment letter, Affidavit etc.), as mentioned above in this NIQ [non-submission of the same will make the bid liable for rejection].
- (xvii) Other documents which are asked to submit in NIQ/NIQ, but not mentioned above.

Note:-All the copy of documents must be self attested. Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected.



B. Financial proposal

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ (Only downloaded copies of the above documents are to be uploaded duly virus scanned & Digitally Signed by the contractor).
- ii. W.B.F. 2911(ii).

7. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. ***This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit.*** Such revolving line of credit should be maintained until the works are taken over by the Engineer-In-Charge/Employer.

8. Penalty for suppression / distortion of facts

If any tenderer 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 Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for 3(Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the P.W. Directorate may take appropriate legal action against such defaulting tenderer. The Tender Inviting Authority reserves the right to accept or reject any Bid and to cancel the entire Bidding processes and reject all Bids at any stage prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action.

9. REJECTION OF BID

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

10. AWARD OF CONTRACT

If bid capacity is found inadequate the department would be at liberty to accept his bid only such number of work for which his capacity would permit. In such case the choice of work awarded would rest with tender accepting authority.



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SECTION – B
FORM-I
PRE-QUALIFICATION APPLICATION

To
The Executive Engineer - II
South Kolkata Health Electrical Division, P.W.Dte.

Ref:- Tender/Tender for“(Name of the Work)-----

-----”

Dear Sir,

Having examined the pre-qualification documents (NIQ&2911_ii), I /we hereby submit all the necessary information's and relevant documents for evaluation. The application is made by me / us on behalf of.....In the capacity..... duly authorized to submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the works given in Enclosure to this letter.

We understand that :

- (a) Engineer -in-Charge/ Employer can amend the scope & value of the contract bid under this project.
- (b) Engineer -in-Charge/ Employer reserves the right to reject any application without assigning any reason ;

Enclo:-

- 1. Prescribed forms duly filled in duplicate.
- 2. Evidence of authority to sign.
- 3. Latest brochures.

Date :-

**Signature of applicant including title
and capacity in which application is**

NB – The aforesaid form should be submitted in Company's letter head with date and signature.



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SECTION - B
FORM – ‘II’
FINANCIAL STATEMENT

Name of Applicant:

Summary of assets and liabilities on the basis of the audited financial statement of the three Financial years (attach copies of the audited financial statement of the last three financial years)

		F. Year 2016-2017	F. Year 2015-2016	F. Year 2014-2015
		(₹ in Lakh)	(₹ in Lakh)	(₹ in Lakh)
a)	Current Assets (It should not include investment in any other firm)			
b)	Current liabilities (It should include bank over draft)			
c)	Working capital (a) – (b)			
d)	Net worth (Proprietors Capital or Partners Capital or Paid up Capital + Resource & surplus)			
e)	Bank loan / Guarantee (As per clause under ‘Instruction to Bidders’)			

Annual value of works undertaken :

Work in hand i.e. Work order issued	As on 31.03.2017	As on 31.03.2016	As on 31.03.2015



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Work in progress				Work order issued but work not started		
Sl. No.	Name of the work with Tender No.	Estimated Amount	% of work executed	Sl. No.	Name of the work with Tender No.	Tendered Amount

The aforesaid statement must be submitted through Affidavit in required Non-judicial Stamp Paper of appropriate value, duly notarized. If any information in this Affidavit it is found to be incorrect or concealed, pre-qualification application, even qualified, will be summarily rejected.

N.B. The Audited Balance Sheet and Profit & Loss Account with all the schedules and annexure forming part of the Balance Sheet and Profit & Loss Accountant for the last three years should be given. All these financial statements should be signed by a competent authority.



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SECTION – B

FORM- III
STRUCTURE AND ORGANISATION

A.1 Name of applicant :

A.2 Office Address :

Telephone No. :

Fax No. :

e-mail :

A.3 Name and address of Bankers :

A.4 Attach an organization chart showing
The structure of the company with
names of Key personnel and tech-
-nical staff with Bio-data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature of applicant including title
and capacity in which application is made.

NB – The aforesaid form should be submitted in Company's letter head with date and signature.



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SECTION-B

FORM-V
EXPERIENCE PROFILE

Name of the Firm :

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY AS MENTIONED ABOVE

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of Start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

Note : a) Certificate from the Employers to be attached.

b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Signature of applicant including title
and capacity in which application is made.

NB – The aforesaid form should be submitted in Company's letter head with date and signature.



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AFFIDAVIT – “Y”
(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in tender by the P.W. Department, abandoned any work or any of our contract have been rescinded during the last 5 (five) years prior to the date of this NIQ.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.
6. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm & I have applied the works under BRGF 2011-12 restricted to maximum 5 Nos Works among all circles of P.W. & P.W.(R) Dte.

Signed by an authorised officer of the firm

Title of the officer

Name of the Firm with Seal

Date _____



SECTION – C

C.1 General :

Unless otherwise stipulated, all the works are to be done as per general conditions and general specifications as mentioned below-

(i) 'Departmental Schedule', which means the Public Works Department Schedule of Rates for Electrical.

C.2 Definition of Engineer-in-Charge and commencement of work :

The word "Engineer-in-Charge" means the Executive Engineer, P.W.D (Electrical) of the concerned Division. The word "Department" appearing anywhere in the tender documents means P.W. Department (Electrical), Government of West Bengal, who have jurisdiction, administrative or executive, over part or whole of the works forming the subject matter of the tender or contract. *The word "approved" appearing anywhere in the documents means approved by the Engineer-in-Charge.* In case, the work is transferred to any other Division, the Executive Engineer under whom the work will be executed should be treated as the Engineer-in-Charge. The work shall have to be taken up within seven days of the receipt of the work order or otherwise mentioned therein. Failure to do so, will constitute a violation of the contract stipulation as regards of proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action(s) as per stipulation of the printed tender form.

C.3 Terms & Conditions in extended period :

As Clause 5 of W.B.F. No. 2911 (ii), as the case may be, when an extension of time for completion of work is granted by the Engineer-in-Charge for cogent reasons for which the contractor have no control, it will be taken for granted by the working contractor that the validity of the contract is extended automatically upto the extended period with all terms and conditions rates etc. remaining unaltered, i.e. the tender is revalidated up to the extended period.

C.4 Co-operation with other agencies and damages and safety of the users :

All works are to be carried out in close co-operation with the Department and other contractor or contractors those may be working in the area of work. The work should also be carried out with due regard to the convenience of the users and occupants of the adjacent locality, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, users, occupants of the adjacent locality etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-in-Charge are due to the negligence of the contractor are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-in-Charge.

C.5 Transportation arrangement :

The contractor shall arrange for all means of transport including railways wagons required for carriage and supply of materials and also the materials required for the construction/ Maintenance work. The Department may however, at their own discretion grant necessary certificates, if required, for booking of railways wagons etc. But, in case of failure of the department to help the contractor in this respect, the contractor will have to arrange at his own initiative so that progress of work will not hamper and no claim whatever on this ground will be entertained under any circumstances. If railways facility is not available, the



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contractor will have to depend on transport of materials by road, as necessary to complete the work without claiming any extra payment from department in this regard. The contractor must consider this aspect while quoting rate.

C.6 Contractor's Site Office :

The contractor shall have an office adjacent to the work as may be approved by the Engineer-in-Charge where all directions and notice of any kind whatsoever, which the Engineer-in-Charge or his representative may desire to give to the contractor in connection with the contract, may be left or sent by post to such office or delivered to the contractor's authorized agent or representative. For such intimation to the contractor's site office, it shall be deemed to the sufficient enough to be served upon the contractor.

C.7 Incidental and other charges :

The cost of all materials, hire charges of Tools and plants, labour, Corporation/Municipal Fees for water supply, Royalty or road materials (if any), electricity and other charges of Municipalities or statutory local bodies, ferry charges, Toll charges, loading and unloading charges, handling chargers, overhead charges etc. will be deemed to have been covered by the rates quoted by the contractor and also inclusive of GST (Central and/or State), Income Tax, Octroi Duty/Terminal Tax, Turnover Tax, GST etc. all other charges for the execution of the specified work, including supply of materials and related carriage, completion of the work in all respect up to the entire satisfaction of the Engineer-in-charge. No claim extra claim in this regard beyond the specified rate as per work schedule whatsoever in this respect will be entertained.

C.8 Authorised Representative of Contractor :

The contractor shall not assign the agreement or sublet any portion of the work. The contractor, may however, appoint any authorized representative in respect of one or more of the following purpose only.

- (a) General day to day management of work.
- (b) To give requisition for Departmental materials, Tools & Plants etc., to receive the same and sign hand receipts thereof.
- (c) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken of acceptance by the contractor.
- (d) The selection of the authorized representatives shall be subject to the prior approval of the Engineer-in-Charge concerned and the contractor shall in writing seek such approval of the Engineer-in-Charge giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative, he wants to appoint, and the specific purposes as specified here-in-above, which the representative will be authorised for. Even after first approval, the Engineer-in-Charge may issue, at any subsequent date, revised directions about such authorised representative and the contractor shall be bound to abide by such directions. The Engineer-in-Charge shall not be bound to assign any reason for his revised directions. Any notice correspondence etc., issued to the authorised representative or left at his address, will be deemed to have been issued to the contractor.

C.9 Power of Attorney :



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The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the Department shall not be bound to take cognizance of such Power of attorney.

C.10 Extension of time :

For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, enhanced cost of materials and labour and hire charges of tools & plants etc. would be entertained under any circumstances. The contractor should consider the above factor while quoting this rate. Applications for such extension of time should be submitted by the contractor in the manner indicated in Clause-5 of the printed form of W.B.F. No.2911 (ii).

C.11 Work Order Book :

The contractor shall within seven days of receipt of the order to take up work, supply at his own cost one Work Order book to Sub-Divisional Officer Concerned, who is authorised to receive and keep in custody the Work Order Book on behalf of the Engineer-In-Charge. The Work Order Book shall be kept at the site of work under the custody of Sub-Divisional Officer or his authorised representative. The Work Order Book shall have machine numbered pages in duplicate directions or instruction from Departmental officers to be issued to the Contractor will be entered (in duplicate) in the Work Order Book (except when such directions or instructions are given by separate letters). The contractor or his authorised representative shall regularly note the entires made in the Work Order Book and also record thereon the action taken or being taken by him complying with the said directions or instruction on any relevant point relating to the work. The contractor or his authorised representative may take away the duplicate page of the Work Order Book for his own record and guidance.

In Case of supplementary items or of claims may not be entertained unless supported by entries in the Work Order Book or any written order from the Tender Accepting Authority.

The first page of the Work Order Book shall contain the following particulars:

- a) Name of the Work
- b) Reference to contract number
- c) Contractual rate in percentage
- d) Date of opening of the Work Order Book
- e) Name and address of the Contractor
- f) Signature of the Contractor
- g) Name & address of the Authorized representative (if any of the contractor authorized by him)
- h) Specific purpose for which the contractor's representatives is authorized to act on behalf of the
- i) Contractor.
- j) Signature of the authorized representative duly attested by the Contractor.
- k) Signature of the Sub-Divisional Officer concerned.
- l) Date of actual completion of work.
- m) Date of recording final measurement.

Entries in (k) & (l) above shall be filled in on completion of the work and before the Work Order Book is recorded in the office of the Sub-Divisional Officer.



C.12 Clearing Of Materials :

Before starting any work, work site, where necessary, must be properly dressed , on completion of works all temporary structure or obstruction including some pipes in underground work, if any, must also be removed. All scars of construction shall be obliterated and the whole site shall be left in a clear and neat manner to the satisfaction of the Engineer-In-Charge. The cost thereof, being deemed to have been included in the rates of various items of works quoted by the contractor in the schedule of probable items of works.

C.13 Supplementary / Additional items of Works :

Notwithstanding the provisions made in the related printed tender form any item of the work which can be legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor with prior approval of rates, if so directed by the Engineer-in-Charge and the rates will be fixed with manner as stated below: -

- a. Rate of Supplementary items shall be analysed in the 1st instant extended possible, from the rates of the allied items of work appearing in the tender schedule.
- b. Rate of supplementary items shall be analysed to the maximum extent possible, from rates of the allied items of work appearing in the P.W Department's schedule of rates for Electrical along with all addenda and corrigenda of probable items of work forming part of tender document Rates for the working area enforce at the time of N.I.Q.
- c. In Case, additional items do not appear in the above P.W Department Schedule of Rates, such items for the works shall be paid at the rates entered in the Public Works Department Schedule of Rates for Electrical along with all addenda and corrigenda for the working area enforce at the time of N.I.Q.
- d. If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (ten percent) will be allowed only; ***the contractual percentage will not be applicable.***

Unbalanced market rates shall never be allowed. Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses, stated above, only.

It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

C.14 Approval of Sample :

Samples of all materials to be supplied by the contractor and to be used in the work, shall have to be approved by the Engineer-in-Charge and checking the quality of such materials shall have to be done by the concerned Department or as directed by Engineer-in-Charge prior to utilization in the work.

C.15 Drawings :



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All works shall be carried out in conformity with the drawings supplied by this Department, wherever felt necessary as per discretion of the Engineer-in-Charge. The Contractor shall have to carry out all the works according to the departmental General Arrangement Drawing and Detail Working Drawings to be supplied by the Department from time to time, if necessary. Upon completion of the work, the contractor shall have to submit '**as-built**' **drawing** , in triplicate, to the Engineer-in-charge. No extra payment will be made on this account. The Contractor shall also have to carry out required Tests and submit Test Report of the installation(s), related to the work concerned, as per direction of E.I.C.

C.16 Unserviceable Materials :

The Contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dress up and clear the work site after completion of work as per direction of the Engineer-in-Charge. No extra payment will be made on this account.

C.17 Contractor's risk for loss or damage :

All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the contractor without any extra claim towards department.

C.18 Idle labour & additional cost :

Whatever may be the reason, no claim on idle labour, enhancement of labour rate, additional establishment cost, cost of Toll and hire and labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.

C.19 Charges and fees payable by contractor :

The contractor shall pay all fees required to be given or paid by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liabilities of every kinds for breach of such statute regulation or law.

C.20 Issue of Departmental Tools and Plants :

All Tools and Plants required for the work will have to be supplied by the Contractor at his own cost; all cost of fuel and stores for proper running of the Tools and Plants must be borne by the Contractor.

C.21 Realization of Departmental claims :

Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Government and set off against any claim of Government for the payment of sum of money arising out of this contract or under any other contract made by the contractor with the Government.

C.22 Compliance of different Acts :

Contractor shall have to comply with the provisions of (a) **minimum wages Act. 1948** (b) **Employees' Provident Funds & Miscellaneous Act 1952** and (c) **E.S.I. Act, 1948** and any further notifications thereof or any other laws relating thereto and the rules made and order issued thereunder from time to time. However, if the bidder does not fall under the said act, Affidavit to that effect in Non-Judicial Stamp Paper of appropriate value, duly notarized, should be submitted in 'Technical Cover'. If he fails to do so, Engineer-in-Charge or Superintending Engineer of the concerned Circle of P.W.D (Electrical) Directorate, may at his discretions, take necessary measure over the contract. The Contractor shall also make



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himself for any pecuniary liabilities arising out on account of any violation of the provision of the said Act(s). The contractor shall be bound to furnish the Engineer-In-Charge all the returns, particulars or date as are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the Engineer-in-Charge may at his discretion take necessary measures over the contract.

C.23 Safety, Security and Protection of the Environment :

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

- (a) full regard for the safety of all persons and the Materials and Works (so far as the same are not taken over by the department).
- (b) provide and maintain at his own cost, all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer-in-Charge for the protection of the Works or for the safety and convenience of the public or others.
- (c) take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation.
- (d) ensure that all lights provided by the Contractor shall be screened so as not to interfere with any signal light of the railways or with any traffic or signal lights of any local or other authority.

C.24 Commencement of work :

The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Notice Inviting Tender/Tender.

C.25 Testing of qualities of materials & workmanship:

All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per specification of relevant IS codes and the Engineer-In-Charge reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacturing, fabrication or at the site of works or any suitable place. *The contractor shall provide such assistance, instrument, machine, labour and materials as the Engineer-in-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the Engineer-in-Charge without any extra cost.* Besides, he/they will carry out tests from outside Laboratory as per instruction of Engineer-in-Charge. The cost of all such tests shall be borne by the agency and that must be considered during quoting rate.

C.26 Timely completion of work :

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of commencement as mentioned in work order. *Time for completion as specified in the tender shall be deemed to be the essence of the contract.*

C.27 Procurement of materials :



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All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorized and approved source.

C.28 Rejection of materials :

All materials brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Engineer-In-Charge shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for any loss or damage of that account.

C.29 Issue of Departmental Materials :

Departmental materials will not be issued under any circumstances except which is clearly stated in N.I.Q.

C.30 Tender Rate :

The contractor should note that the tender is strictly based on the rates quoted by the Contractor on the priced schedule of probable item of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. **No conditional rate will be allowed in any case.**

C.31 Additional Conditions :

A few additional conditions under terms and conditions :

- C.30.1. Rate quoted shall be inclusive of clearing site including removal of surplus(both serviceable & unserviceable), earth, rubbish, materials etc. as per direction of the Engineer-in-Charge.
- C.30.2. Rate quoted shall be inclusive of all taxes and duties unless specified explicitly in the BOQ.
- C.30.3. Deep excavation of trenches and left out for days shall be avoided.
- C.30.4 Some portion of the work may require shutdown for which the agency shall have to apply to the concerned A.E. (Elec.). However, such portion of work may require to be executed on holiday only, as per availability of site. No additional charges will be paid for the same.
- C.30.5. Labour welfare Cess will be deducted @ 1(one) % of gross bill value as per rule.
- C.30.6. Income Tax Will be deducted from each bill of the contractor as per applicable rate and rules in force.
- C.30.7 The quantity of the item(s), to be executed, as per B.O.Q. concerned, may be increased/ reduced. Even some of the item(s) of the B.O.Q. may not be required to be executed at all. However, the payment will be made as per actual quantity executed. No claim will be entertained for reduced quantity and/or non-execution of any item(s).

Sd/-

Executive Engineer - I

South Kolkata Health Electrical Division, P.W.Dte.

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