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Diary

OFFICE OF THE CHIEF EXECUTIVE OFFICER
Haldia Development Authority (ISO 9001:2008 Certified)
(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur
Ph.: (03224) 255926, Fax-255927, e-mail : ceo.hda@gmail.com Web.: www.hda.gov.in, Toll Free No. 1800-345-3224

NOTICE INVITING ONLINE TENDER NO. : 7/HDA/EC(MECH.) OF 2013 – 2014

SCHEDULE OF IMPORTANT DATES

Name of Scheme: DAY TO DAY OPERATION & MAINTENANCE OF PUMPING STATIONS & RESERVOIR, ELECTRICAL INSTALLATIONS, ALLIED FACILITIES AT BASUDEBPUR, HATIBERIA & SWATI HOUSING COMPLEX PUMP HOUSE.

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on office
Notice Board
Date
22/10/13

PARTICULARS	DATE & TIME
Date of Issue of NIT	: <u>Date 7th Oct. 2013</u>
Last date for online request for tender documents	: <u>21.10.2013</u> up to 04.00 p.m.
Pre-bid meeting in the Board Room of the office of CEO, HDA, Haldia	: <u>22.10.2013</u> at 04.15 p.m
Last date of submission of Technical Bid and Financial Bid & Hard Copy submission.	: <u>28.10.2013</u> up to 04:30 p.m.
Opening of Technical Bid at the Office of the CEO, HDA Haldia	: <u>28.10.2013</u> at 05.30 p.m.
Opening of Financial Bid of only technically qualified bidders at the Office of the CEO, HDA Haldia	: <u>31.10.2013</u> at 04.30 p.m.
Validity of bid	: <u>120 days</u> w.e.f the date of publishing this NIT

NOTICE INVITING ONLINE TENDER NO. : 7/HDA/EC(MECH.) OF 2013 – 2014

FOR

DAY TO DAY OPERATION & MAINTENANCE OF PUMPING STATIONS & RESERVOIR, ELECTRICAL INSTALLATIONS, ALLIED FACILITIES AT BASUDEBPUR, HATIBERIA & SWATI HOUSING COMPLEX PUMP HOUSE.

For and on behalf of Haldia Development Authority, the Chief Executive Officer invites **Online** tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1.	Name of work	:	DAY TO DAY OPERATION & MAINTENANCE OF PUMPING STATIONS & RESERVOIR, ELECTRICAL INSTALLATIONS, ALLIED FACILITIES AT BASUDEBPUR, HATIBERIA & SWATI HOUSING COMPLEX PUMP HOUSE.
2.	Location of Work	:	Basudevpur and Hatiberia Pumping Station & Swati Housing Complex Pump House, Haldia, Purba Medinipur District.
3.	Scope of Work	:	<ul style="list-style-type: none">• The scope of work unless otherwise stated in items of works elsewhere generally mean the effective and smooth operation & maintenance of the pumping station as per downstream demand. The operation of the pumping station shall be done throughout the 24 hours in a date or as directed by Engineer-in-charge or his representative.• Water supply being an essential service, no unnecessary interruption can be permitted. Malfunctioning of any equipment observed at any point of time throughout the date shall be forthwith brought to the notice of the department and remedial measure to this effect shall be taken without any loss of time to maintain uninterrupted water supply.• Day to day operation & maintenance of Pumping Station, reservoir, Pumping machinery, electrical accessories and installations of reservoirs, vacuum pumps, sump pumps, actuators, outdoor and internal illumination and all other pumping machinery including all civil, mechanical ,electrical routine maintenance works.• Day to day round the clock operation and maintenance, cleaning of electrical sub-station switch gears, H.T. & L.T. Distribution panel, Control panels with battery and battery chargers, Diesel Generator and other allied accessories of sub-stations.• Supply of all required chemicals for treatment process and maintain water quality standard as per IS: 10500 : 1991• Supply of standard lubricants and other consumables, checking & greasing all friction generating moving parts of equipments and

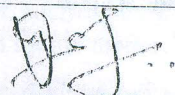
machinery installed within the pumping stations including cleaning and draining out the old burnt & unserviceable lubricants on regular basis

- Disinfections of treated water by addition of bleaching powder/chlorine tablets in the clear water reservoir in all the three shifts as per instruction of HDA.
- Technical persons for operation of the pumping stations , proper data logging, water quality checking for raw water as well as treated water, day to day regular maintenance for up keeping the components and equipments at proper running condition, attending break down, maintenance and periodic overhauling etc. shall be maintained by the contractor throughout the day.
- Cleaning the pumping stations & pumping stations machinery to keep them free from dust, soot & Webs by using duster & vacuum cleaner (including supply of cleaning materials) as per the direction of the Authority.
- Supply, fitting, fixing of new and appropriate sizes of gland packing to the pumps and valves after taking out the old one as per the direction of the Authority.
- Supply, fitting, fixing of new HRC fuses indicating lamps and holder resistances for all electrical panels as per requirement after taking out burnt out one including testing as per the direction of the Authority.
- Electricians with his helper for daily checking and up keeping of all electrical equipments, relays, switches etc. shall be provided by the Contractor. The contractor should provide adequate supervisors for each shift for total monitoring of the operation and maintenance of the pumping station. Any instruction passed to the supervisors by the department shall be deemed to have been passed to the contractor and contractor should comply those instructions forth-with.
- All necessary routine maintenance work, all kinds of minor repair works and other works which include any break-down maintenance works related to operation and maintenance that needs to be undertaken without delay for smooth, reliable and efficient pumping stations operation and uninterrupted water supply and as directed by the authority shall be carried out by the Contractor.
- For any minor maintenance work, cost of repair work including spare and hardware required & approved by the Engineer-in-charge amounting not exceeding to Rs.10,000.00 (Rupees ten thousand only) in each occasion shall have to be supplied by the contractor within his scope of tender
- Pest Control within the premises of pumping stations & reservoir, electrical installations, allied facilities at Basudebpur, Hatiberia & Swati housing complex pump house.
- Any other works for operation and maintenance of pumping stations

			& reservoir, electrical installations, allied facilities at at Basudebpur Hatberia & Swati housing complex pump house as and when required and instructed by the authority.
4.	Estimated Cost of work	:	<u>To be quoted by the bidder</u>
5.	Duration of operation & maintenance work	:	<u>3 (three) months extendable for another 3 months.</u>
6.	Security Deposit against work	:	<u>10% of Contract Value</u>
7.	Bid Inviting Authority	:	Chief Executive Officer Haldia Development Authority City Centre, PO-Debhog, Haldia, 721657 Phone No. 03224 255926 Email ID: ceo.hda@gmail.com
8.	Eligibility Criteria for the Bids	:	<ol style="list-style-type: none"> 1. Tenderer should have successfully completed operation and maintenance of similar pumping stations having single work order value not less than Rs.35.00 lakh for a period of at least one year, or successfully undertaken operation and maintenance of similar pumping stations within last 5 (five) financial years from the date of NIT having single work order value of not less than Rs.35.00 lakh per annum under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies or Independent Engineer certified firms / companies / individual contractors of Government Water Supply Projects. 2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than ₹ 50.0 Lakh from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be produced in support of the claim. 3. Bank Solvency of ₹ 50.0 Lakh from Nationalized or Scheduled Bank. 4. Statutory Documents: <ol style="list-style-type: none"> a. Audited Balance Sheet of last 3 Financial years b. Latest Income Tax return c. Latest VAT Return d. Latest VAT registration certificate. e. Latest Professional Tax Return f. Service Tax Registration detail g. Copy of E.S.I. & E.P.F. Registration certificate h. Pan Card (Xerox Copy) i. One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (Annexure -I) j. Trade License and Electrical Supervisor License. Tenderer can deploy agency having Electrical Supervisor License but an undertaking on deployment of such agency along with their trade license shall be submitted by the tender. k. If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

Earnest Money Deposit	:	<p>₹ 1,00,000 (Rupees One Lakh Only)</p> <p>EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank drawn in favour of Chief Executive Officer, Haldia Development Authority payable at Haldia shall be submitted along with the hard copy of the Technical Bid (Part-I).</p> <p>The earnest money of unsuccessful Bidder shall be returned back not later than 60 days from the bid validity period without interest.</p>
Cost of Bid Document	:	<p>₹ 1,000.00 (Rupees one thousand only)</p> <p>Cost of the tender Documents in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank payable to Chief Executive Officer, Haldia Development Authority, Haldia has to be deposited together with the hard copy (Part-I).</p>
E-tender processing fee	:	<p>₹ 5,618.00 (Rupees Five Thousand Six Hundred Eighteen).</p> <p>Tender Processing Fee (0.1% of tender value subject to minimum Rs. 500/- and maximum Rs. 5000/- + 12.36% service tax) paid in the form of separate DD / Pay Order of any Nationalized or Scheduled Bank in favour of ITI Ltd. payable at Kolkata should be submitted along with hard copy (Part-I).</p>
Bid document Requisition/Purchase	:	<p>ONLINE BID: Online requisition and submission of tender can be done through www.tenderwizard.com/UDWB or www.hda.gov.in</p> <p>Bidder should have DD/Bank Draft from any Nationalized/Scheduled Bank for EMD, Cost of tender paper and e-Tender processing fee for document requisition.</p>
Last date for Bid document requisition	:	Up to 4.00 pm on 21/10/2013 from E-portal for the Online Bids
Date of Pre Bid meeting	:	At 4.15 pm on 22/10/2013 in the Board Room of Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
Last Date, Time & Place of Submission of Technical and Financial Bid	:	<p>ONLINE BID: Within 4.30 p.m. on 28/10/2013 through E-portal.</p> <p>Hard copy of the Technical Bid only shall be submitted in a sealed cover at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia, West Bengal-721657. The sealed cover shall be properly marked as Technical Bid with NIT No., Name and address of the bidder over the cover.</p>
Date and time of opening of Technical Bid (Part-I).	:	On 28/10/2013 at 5.30 pm at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
Date and time of opening of Financial Bid (Part-II) of only the technically qualified bidders	:	On 31/10/2013 at 4.30 pm at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
Financial Bid	:	The Financial Bid shall be submitted in the prescribed Financial Bid Format (Annexure – IV). The Financial Bid Format has provisions for Lump sum Rate and Cost Break up against each activity. Bidder shall give both Lump sum rate and cost break up. The Evaluation will be done based upon the Lump Sum Amount quoted by the bidder. The bidders shall give rates against each activity of the Cost Break up and cumulative total failing which their Financial Bid shall summarily be rejected.
Validity of Bid	:	120 days

E-Tender registration and bidding	:	<p>ONLINE BIDS:</p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating HDA's e-tenders are requested to contact the representatives of ITI Ltd for registration, computer setting and clarification on e-tendering • Training on e-tender can also be availed from Office of the CEO, HDA if desired by the bidder during office hours. Brief training if desired will be received during the pre-bid meeting. • Online Tenders can be submitted by logging in www.tenderwizard.com/UDWB or through the official website of HDA i.e. www.hda.gov.in <p>ONLINE BID SUBMISSION:</p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e uploading of the documents complete in all respect by following the Online Bid submission procedure. They shall also submit hard copies of the Technical Bid (Part-I) documents in a sealed envelope within the last date and time of submission at the Office of the CEO, HDA Debogh, City Centre, Haldia.</p>
Training on E-tender	:	<p>Training on e-tendering will be given to the bidders on request. However, a brief training session will be organized on the day of pre-bid meeting.</p>
Important Instructions	:	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. CEO HDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever • All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. • To keep the pumps, motor, electrical installation and internal distribution network in good condition during O&M period if any additional / excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost. • The intending bidders are requested to inspect the proposed O&M work before quoting their rates.


Chief Executive Officer
Haldia Development Authority

GENERAL INFORMATION

Haldia Development Authority has developed excellent infrastructure for smooth and efficient water supply to the established and developing industries and municipal population of Haldia. Haldia Water Supply Project has series of network having water treatment plants of 50 MGD capacity at Geonkhali, reservoir and boosting station at Chaitanyapur, Basudevpur and Hatiberia over an area of about 250 acre of land.

Brief description of major components of Boosting & Pumping station at Chaitanyapur:

Pumping station at Basudevpur:

- Primary Grid Pumps - 6 Nos/ Q - 1135 M3/ Hr Total Head 40 M/M&P /160 KW
- SG Pumps - 5 Nos / Q - 285 M3/Hr Total Head 33 M / M&P/ 45 KW
- MCCPTA Pumps - 2 Nos / Q - 860 M3 / Hr Total Head 37.3 M / WPIL / VT
- Clear water reservoir - 22700 M3 capacity (5.0 MG)
- Electrical substation - 5 HT / 5 LT Breakers / 3- 800 KVA and 1-500 KVA Transformers / 2 MCC / Starters
- Clear water Reservoir - 5.0 MG

Pumping station at Hatiberia:

- Pump house - 2 Pumps / Q – 119 M3/Hr Total Head 21.0 M/ M&P
2 Pumps / Q – 178 M3/Hr Total Head 35.0 M/ M&P
- Electrical substation - 1 HT / 1 LT Breaker / 1 – 400 KVA Transformer /
1 MCC / Starters
- Clear water Reservoir - 0.40 MG

INFORMATION TO THE BIDDERS (ITB)

1. Request for Tender

Request for tender document is to be placed online only through this office's Website www.hda.gov.in or E-tender Portal www.tenderwizard.com/UDWB

2. Submission of Tender

The tender will be submitted in two bid system i.e. Technical bid & Financial bid. Both the Technical and Financial bid complete in all respect shall be uploaded in the E-portal within the stipulated date and time. The bidder shall also submit hard copy of the Technical Bid having DD of EMD, Cost of Tender Paper and E-tender Processing fee along with all the mandatory documents complete in all respect in a sealed cover. This shall be marked as Technical Bid along with NIT No., Name and address of the agency. Bidders can also send the documents to this office through registered post / courier.

2.1 TECHNICAL BID

2.1.1 Receiving of documents

Relevant documents must be uploaded online for participating in this tender. Relevant tender documents in hard copy in a sealed cover shall be dropped in the Tender box kept at the office of the Chief Executive Officer, Haldia Development Authority, City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur. Bidders can also send the documents to this office through registered post / courier. If the mandatory documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be cancelled and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

Mandatory Documents:

- i. Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii. Completion certificate filled in Form – I along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, or Independent Engineer certified firms / companies / individual contractors of Government Water Supply Projects with requisite single tender value.
- iii. Audited Balance Sheet of last three Financial Years (authenticated by a Chartered Accountant) and filled in **Form – II** for establishing average Annual Turnover in contractual business.
- iv. Solvency Certificate from Nationalized or Scheduled Bank
- v. PAN Card Xerox Copy
- vi. Income Tax return of last financial year.
- vii. Latest Professional Tax return.
- viii. Latest VAT return. Latest VAT Registration
- ix. Service Tax Registration certificate.
- x. Document in support of valid PF and ESI Registration.
- xi. One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (**Annexure-I**)

- xii. Trade License and Electrical Supervisor License. Tenderer can deploy agency having Electrical Supervisor License but an undertaking on deployment of such agency along with their trade license shall be submitted by the tender.

Note: The tender will be summarily rejected if any of these documents are missing in the envelope. Original documents shall be produced by the bidder for its verification, as required by the authority.

2.1.2 Additional Documents

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Details of civil suit arising in the contracts executed during last 5 years.
- iii) Any other information to indicate Technical management competence.

2.1.3 Receiving of cost of Tender documents

Cost of the tender Documents in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank payable to Chief Executive Officer, Haldia Development Authority, Haldia has to be deposited together with the Technical Bid (**Part– I**) along with a forwarding letter to this office on Company Letter head.

2.1.4 Receiving of Earnest Money Deposit (EMD)

EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank in favour of Chief Executive Officer, Haldia Development Authority, Haldia payable at Haldia has to be deposited together with the Technical Bid (**Part – I**) along with a forwarding letter to the tender inviting authority on a Company Letter head.

2.1.5 Receiving of Tender Processing Fee(For Online tender only)

Tender Processing Fee (0.1% of tender value subject to minimum Rs. 500/- and maximum Rs. 5000/- + 12.36% service tax) paid in the form of separate DD / Pay Order of any Nationalized or Scheduled Bank in **favour of ITI Ltd.** payable at Kolkata should be submitted along with hard copy (**Part – I**) for Online tender only.

2.1.6 Submission of Solvency Certificate

Solvency certificate amounting **₹ 50.0 Lakh** from banker shall be submitted along with Part-I.

2.1.7 Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be more than **₹ 50.0 Lakh**

2.1.8 CREDENTIAL

2.1.8.1 Technical :

Tenderer should have successfully completed operation and maintenance of similar pumping stations having single work order value not less than **Rs.35.00 lakh** for a period of at least one year, or successfully undertaken operation and maintenance of similar pumping stations within last 5 (five) financial years from the date of NIT having single work order value of not less than **Rs.35.00 lakh** per annum under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies or Independent Engineer certified firms / companies / individual contractors of Government Water Supply Projects.

The work completion certificate/ Payment Certificate shall specify detailed similar nature of job completed, value of job done, date of commencement of work and the date of completion of the work. Copy of the Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be submitted along-with the Completion Certificate/ Payment Certificate, in the technical bid for verification of the credential.

2.1.8.2 Form-I : for completed works during the last 5 (five) years from the date of NIT, having work done value equivalent to requisite single tender value will only be accepted. The tenderer should attach the hard copy of the said certificate under their signature along with the tender documents. The similar nature of work has been mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

2.1.8.3 The Completion Certificate/ Payment Certificate (only for running work) should be pertaining to the work specified in the NIT. The completion certificate/ Payment Certificate (only for running work) should not be misleading the authority. If the completion certificate has mentioned on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

2.1.8.4 Financial

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than **₹ 50.0 Lakh**. Annual Turnover statement shall be submitted in the Form-II. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be produced in support of the claim.

Bank Solvency of **₹ 50 Lakhs** from Nationalized or Scheduled Bank shall have to be submitted.

2.1.9 One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (Annexure-I)

2.1.10 If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

2.1.11 Penalty for suppression / distortion of facts :

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years.

2.2 FINANCIAL BID:

1. The Financial Bid shall be submitted in the prescribed Financial Bid Format (Annexure – IV). The Financial Bid Format has provisions for Lump sum Rate and Cost Break up against each activity. Bidder shall give both Lump sum rate and cost break up. The Evaluation will be done based upon the Lump Sum Amount quoted by the bidder. The bidders shall give rates against each activity of the Cost Break up and cumulative total failing which **their Financial Bid shall summarily be rejected.**
2. The rate is to be quoted both in words and figures clearly in the specified space of the Tender form/ Financial bid Form.
3. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc.

4. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable if any, toll, ferry charges, local charges, and royalties, turn over tax and all other charges as applicable while quoting the rate.
5. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

2.2.1 Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax, VAT, Sales Tax, Service tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

2.2.2 Site inspection before submission of tender:

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards.

2.2.3 Conditional and incomplete Tender:

Conditional and incomplete tenders shall be summarily rejected.

3. Acceptance of Tender :

Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one tenderer.

4. Return of Earnest Money of the unsuccessful tenderer(s)

For return of the Earnest Money will be made by this office within 30 days after acceptance of the successful bidder's rate and after getting approval from the authority.

5. Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. However monthly payment will be made to agency after proper verification of work done.

6. Security Deposit

Total 10 % of the contract value shall be the security deposit. The amount will be deducted from each RA payment. EMD will be converted to security deposit for the successful tenderer. The total 10% (Ten Percent) Security Deposit will be released after the successful completion of the contract period and verification report about working condition of pumps, motors & electrical installation by the authority. An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority with an undertaking that the work is maintained properly as per the terms of contract..

7. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

8. Terms & Conditions:

8.1 E-Tendering:

ONLINE BIDS:

The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:

Agencies/Bidders who are interested in participating HDA's e-tenders are requested to contact the following representatives of ITI Ltd for registration, computer setting and clarification on e-tendering. Among them, Shri Kamalesh Verma and Shri Atanu Moitra are stationed at the office of the Haldia Development Authority during working hours. The agencies/bidders can visit the office and get assistance:

1. Shri Atanu Moitra, System Analyst, HDA- Mobile No. 9830406758 (available on every working day at HDA office)
 2. Shri Kamlesh Verma, ITI Ltd- Mobile No. 8013954968 (available on every working day at HDA office)
 3. Shri Ranjan Kumar, ITI Ltd. Mobile No. 8017093094
- Mail can also be sent to itikolkata@gmail.com for assistance.

Training on e-tender can also be availed from Office of the CEO, HDA if desired by the bidder during office hours. Brief training if desired will be received during the pre-bid meeting.

Agencies/ bidders/ contractors can register with ITI Limited immediately and obtain a registration and Class-III digital signature. The following are required for registration and obtaining digital signature:

- Application for getting digital signature and/or registration.
- Demand Draft of Rs.2, 247/- in favor of 'ITI Limited', payable at Kolkata for registration and Rs.4,831/- in favor of 'Antares Systems Ltd.' payable at Bangalore for obtaining Class-III Digital Signature.
- Request letter to ITI Limited, Kolkata for registration to participate in the tenders of Haldia Development Authority.
- Company PAN Card/P. Tax Challans/Individual (Owner) PAN Card
- One company address proof document for DSC.
- Recent Work Order, Completion Certificate or other credentials
- Copy of Professional Tax
- VAT Registration
- One Recent Passport size photograph of the owner for DSC.

Online Tenders can be submitted by logging in www.tenderwizard.com/UDWB or through the official website of HDA i.e. www.hda.gov.in. **It may be made clear that the agency should have DD/Bank Draft from any Nationalized/Scheduled Bank of EMD, Cost of tender paper and e-Tender processing fee for document requisition.**

Receiving of Tender Processing Fee(For E-Tender only)

Tender Processing Fee (0.1% of tender value subject to minimum Rs. 500/- and maximum Rs. 5000/- + 12.36% service tax) paid in the form of separate DD / Pay Order of any Nationalized or Scheduled Bank in favour of ITI Ltd. payable at Kolkata should be submitted along with hard

copy. For this tender Cost of Tender Processing Fee (for Online Tender only) will be ₹ 5618.00 (Rupees five thousand six hundred eighteen) only. The bid will be rejected if the online tender processing fee is not submitted along with ONLINE bids.

ONLINE BID SUBMISSION:

The Bidders are required to submit the Technical and Financial Bid documents ONLINE by following the Online Bid submission procedure. They shall also submit hard copies of the Technical and Financial Bid documents in two separate sealed envelopes as described in offline bid submission procedure.

- 8.2 Tenderers requested to be present in person during the opening of technical and financial bids.
- 8.3 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 8.4 The contractor shall have to engage adequate number of qualified & experienced personnel/operator, skilled, unskilled workers as would be necessary for smooth operation of pumping stations. Deployment of suitable qualified and experienced are to be made by the agency as per the following:

(i) Supervisors (ii) Operators (iii) Helpers (iv) Fitters (v) Electrician (vi) Mechanics (vii) Electrical Helpers (viii) Cleaners & Sweepers (ix) Unskilled workman

Industrial norms and safety standards for workmen working in pumping stations are to be followed strictly. Payment of contractual workmen to be engaged shall be in conformity prevailing rates,

- 8.5 The technical supervisor of the contractor should be capable of receiving instructions / orders from E.I.C. from time to time and shall act on them promptly. He should also report to EIC weekly for discussion on technical issues. He might have to attend/operate H.T. circuitry/H.T. Gear in exigency & in consultation /advice of E.I.C. He should also guide the skilled & unskilled worker for the proper operation & minor maintenance of the pumping stations & equipments. The pumping schedule shall strictly be maintained.
- 8.6 Working personnel of the firm/agency should have the capability to rectify the minor defects. The working personnel should not leave the pump hours when the pumps are in operative condition.
- 8.7 Supply all required chemicals for treatment process and maintain water quality standard as per IS: 10500: 1991 for total water production maximum upto 35 MGD.

At a) Basudevpur: Chlorine Tablet (90 %) @ 60.00 kg
b) Hatiberia: @ 3.00 ton (Sodium hypo chloride solution with Chlorine concentration 30 %

The quantity given above are indicative, the actual quantity may vary from time to time.

- 8.8 Constant vigilance shall have to be kept so that no damage occurs to the equipments. Regular check & necessary steps shall have to be taken regarding the specific plan packing of the pumps, the condition of rubber expansion joints etc. Bearing temperature & winding temperature should be kept within the limit as specified & to be recorded in the logbook for every hour interval.
- 8.9 To keep vigilance on the ampere, taking by the motors per phase, any discrepancy if found should have to be rectified immediately and intimated to the E.I.C. The motor & pump details


in different phase at the time of running of pump should be recorded in the log book for every ½ (half an hour). No relaxation shall be given for any failure in running the pumps as per requirement. To ensure that the Trip circuit supervision relays of the motors are in working condition.

- 8.10 The H.T/L.T breaker operations in electrical Sub-stations are to be done by the concern as when required. Any type of defects is to be rectified immediately in order to avoid disruption in water supply.
- 8.11 To ensure proper D.C. Volts for breaker tripping & closing arrangement and checking, making good the fuses & indicating lamps of panels as per requirement.
- 8.12 The operation of all the valves and other accessories are to be done as per requirement.
- 8.13 Consumable materials has to be supplied by the agency within 24 hrs from the time of requirement as per the direction of E.I.C and if the same are not attended by the agency within speculate time the same will be procured from other agencies at the contractor's risk and cost.
- 8.14 Necessary log books (operation & for minor maintenance work) pencils, pen ink, ruler etc. are to be supplied by the Contractor. Logbook should have to be maintained by the firm confirming the notes to be reported as per direction of EIC. The completed logbooks are to be deposited every month to the E.I.C. for record purpose. The log book should contain the duly working of the pump motors etc, Maintenance works (iii) The remaining of supply voltage current, PY frequencies pump, shut off and running pressure or other data as per direction of EIC are to be recorded in the Log Book at every Half an hour interval during operation of the pump & motors and should be signed by the contractor H.D.A's representative and should get it counter signed by the EIC or H.D.A's representative.
- 8.15 All tools and tackle (Both for Mechanical and Electrical) will be necessary for daily operation and maintenance, periodic maintenance, break-down maintenance etc. shall be provided by the contractor.
- 8.16 It shall be mandatory to the contractor to depute trained personnel for handling chlorine gas observing all safety parameters and keep daily round of the filled up and empty tonner.
- 8.17 The contractor shall also check the 'V' belt drives, couplings for tension and alignment and adjust periodically.
- 8.18 Operation should be done through proper co-ordination with the operating personnel of the pumping stations.
- 8.19 **Unserviceable scrap materials:**
The contractor will maintain Register to record all spare parts which will be Installed/replaced. The unserviceable/scrap materials are to be returned to the Department and the same to be recorded in the Register except which are consumable. Accounts of the same shall be settled prior to payment of final bill as well as release of Security Deposit Money.
- 8.23 All staff during work will have to carry Photo Identity Card in a manner that is visible at the front of the Personnel.

The points mentioned above may not be exhaustive, irrespective of what has been mentioned in the terms & conditions, all the works as necessary are to be done as per Standard Operating Practice by the agency for smooth and efficient operation of the pumping stations.

- 8.24 Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before pre-bid meeting to be held at 4.15 P.M on **22.10.2013**.
- 8.25 Invitation of application for issue of tender does not constitute any guarantee for issue of tender paper to the applicant even to the enlisted tenderer of appropriate class. Contractor will not be entitled for any compensation for rejection of his application.
- 8.26 The rates quoted in the tender shall remain valid for 4 (four) months from the date of submission of Tender for acceptance.
- 8.27 The tenderer shall have to submit a detail cost break-up analysis along with Financial Bid to justify the rate quoted by the tenderer.
- 8.28 The Contractor whose Tender is accepted shall make formal agreement (format enclosed) with the Chief Executive Officer, Haldia Development Authority, Haldia within 7(seven) days from the date of issue of an intimation to that effect by this office. If the Contractor fails to perform the formalities within the specified period, Tender will liable to be cancelled and the earnest Money will be forfeited. During signing of agreement, the conditions imposed by the authority with respect to engagement of existing highly skilled, skilled, semiskilled and unskilled labours of the water supply project shall be accepted by the successful agency and the conditions shall be incorporated in the agreement for implementation.
- 8.29 The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, HDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- 8.30 The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Haldia, Purba Medinipur under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- 8.31 In no case the cost of Tender Paper and processing fees will be refunded, but earnest money will be refunded to unsuccessful tenderer after issuance of work order to the successful bidder within the tender validity period.
- 8.32 HDA takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.
- 8.33 Tenderer can approach the Executive Engineer (Civil), HDA for any clarification with respect to this tender.
- 8.34 The acceptance of the Tender will rest with the accepting authority who does not bind himself to accept the lowest or any tender and reserves the right to reject in part or in full of all tenders received or to split up the work in different groups without assigning any reason thereof. The decision of authority with respect to this tender is final and binding.
- 8.35 The Tenderer should sign all corrections in the tender with date. The Tenderer must sign each of the Tender documents.
- 8.36 Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.

- 8.37 All materials & workmanship shall be as per the approved quality and methodology.
- 8.38 No advance will be paid to the contractor.
- 8.39 Progressive payment will be paid in running account bill subject to satisfactory performance. Payment may be withheld / not made on average or poor quality of service.
- 8.40 Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as mentioned in the tender document.
- 8.41 The pumping stations running schedule may increase at any time without prior intimation and for that no extra payment will be made. Any escalation of cost is not permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- 8.42 The work may be terminated at any time with clear 15 days notice to the contractors served by the Authority.
- 8.43 Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of HDA.
- 8.44 The agency should possess the requisite and relevant equipments and machineries for the work.
- 8.45 **Discretion of the authority inviting tender** - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated above is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Executive Officer, HDA. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.


Chief Executive Officer
Haldia Development Authority

Memo No.: 1575 /HDA/ IX-A-80(Part-I)

Date: 07/10, 2013

Copy forwarded for information and wide publicity to:

1. The Chairman, Haldia Development Authority
2. The Principal Secretary to the Govt. of West Bengal, Deptt. of Urban Development, Nagarayan, Salt Lake, Kolkata
3. The M.L.A., 209 – Haldia (S.C) A.C.
4. The District Magistrate, Purba Medinipur.
5. The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad, Tamluk, Purba Medinipur.
6. The Additional District Magistrate, Haldia
7. The Sub-Divisional Officer, Haldia, P.O.- Khanjanchak, Purba Medinipur.
8. The Block Development Officer, Sutahata & Executive Officer, Sutahata Panchayat Samity.
9. The District Information & Cultural Officer, Purba Medinipur
10. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
11. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
12. CA to the CEO, HDA
13. Reception / Notice Board.


Chief Executive Officer
Haldia Development Authority

ANNEXURE-I

SAMPLE FORMAT FOR AFFIDAVIT

(to be signed & submitted in Rs.100/- Non-judicial stamp paper)

I. Sri.....S/o Sri..... aged.....Years. Residing at..... Proprietor/Partner/Director of..... do hereby solemnly affirm and declare in connection with "Pradhan Mantri Gram Sadak Yojana Road Project" Package No.....WB..... as follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of DE/SE/AE/SAE of the Department nor any retired gazetted officers are in our employment
3. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the authority to verify this statement.
4. The undersigned understands and agrees that the bid shall remain open for acceptance 120 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.
8. We will upkeep the Laboratory set-up in good condition of the Project.
9. We would deploy at site all necessary technical Personnel as listed in ITB for efficient contract management and supervision of works with a view to achieving best quality of works at site.
11. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.
12. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor

Name:

Place:

FORM – I
Credential Certificate

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Work Order No.	:	
5	Contractual amount against the tender	:	
6	Date of commencement of work	:	
7	Date of completion as per work order	:	
8	Actual date of completion (as applicable)	:	
9	Final gross value of the executed work as per the final bill/payment certificate. <ul style="list-style-type: none">• operation and maintenance of similar pumping stations having single work order value not less than Rs.35.00 lakh for a period of at least one year• successfully undertaken operation and maintenance of similar pumping stations within last 5 (five) financial years from the date of NIT having single work order value of not less than Rs.35.00 lakh per annum	:	

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

FORM – II**Statement on Annual Turnover from Contractual Business**

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2010-2011		
2	2011-2012		
3	2012-2013		
Total			
Average Turnover .			

Note

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

Signature of the Bidder

FINANCIAL BID**1. Lump sum rate per month:**

Name of the Bidder:

NIT No.:

Name of the Work:

Name of the Bidder	Name of Work	Lump Sum rate per month (Rs.)	
		Rs.	In words
	Operation & Maintenance of Pumping Station Basudevpur and Hatiberia & Swati Housing Complex.		

Signature of the Bidder

2. Cost Break up against the Scope of Work per month:

Sl. No.	Work Assigned	Rate (in Rs.)
1	Day to day operation & maintenance of Pumping Station & Reservoir, Pumping machinery, electrical accessories and installations of reservoirs, vacuum pumps, sump pumps, actuators, outdoor and internal illumination, operation & maintenance pumps of series tube wells etc and all other pumping machinery including all civil, mechanical, electrical routine maintenance works.	
2	Day to day round the clock operation and maintenance, cleaning of electrical sub-station switch gears, H.T. & L.T. Distribution panel, Control panels with battery and battery chargers, Diesel Generator and other allied accessories of sub-stations.	
3	Supply of all required chemicals for treatment process and maintain water quality standard as per IS: 10500 : 1991	
4	Supply of standard lubricants and other consumables, checking & greasing all friction generating moving parts of equipments and machinery installed within the pumping stations including cleaning and draining out the old burnt & unserviceable lubricants on regular basis	

5	Disinfection of treated water by addition of bleaching powder/chlorine tablets in the clear water reservoir in all the three shifts as per instruction of HDA.	
6	Cleaning the pumping stations & machinery to keep them free from dust, soot & Webs by using duster & vacuum cleaner (including supply of cleaning materials) as per the direction of the Authority.	
7	Supply, fitting, fixing of new and appropriate sizes of gland packing to the pumps and valves after taking out the old one as per the direction of the Authority.	
8	Supply, fitting, fixing of new HRC fuses indicating lamps and holder resistances for all electrical panels as per requirement after taking out burnt out one including testing as per the direction of the Authority.	
9	All necessary routine maintenance work, all kinds of minor repair works where cost of repair work including spare and hardwares required & approved by the Engineer-in-charge amounting not exceeding to Rs.10,000.00 (Rupees ten thousand only) in each occasion shall have to be supplied by the contractor within his scope of tender and other works related to operation and maintenance that needs to be undertaken without delay for smooth, reliable and efficient pumping stations operation and uninterrupted water supply and as directed by the authority shall be carried out by the Contractor	
10	Pest Control within the premises of Basudevpur and Hatiberia & Swati Housing Complex.	
11	Any other works related to operation and maintenance of Pumping Stations, reservoirs, electrical installations at Basudevpur and Hatiberia & Swati Housing Complex.	
Total		

Signature of the Bidder with seal