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Diary No. 3876 Date 21/10/13
URBAN DEV. DEPT.
T. & C.P. BR. GOVT. OF W.B

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

JS (S)

NOTICE INVITING ONLINE TENDER NO. : 8/HDA/EC(MECH.) OF 2013 – 2014

SCHEDULE OF IMPORTANT DATES

Name of Scheme: MAINTENANCE OF ENTIRE WATER SUPPLY DISTRIBUTION NETWORK AND NECESSARY VALVE OPERATION AND MAINTENANCE REQUIRED FOR SMOOTH, EFFICIENT AND RELIABLE DISTRIBUTION OF WATER AND ENSURING UNINTERRUPTED WATER SUPPLY

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 05.00 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 06.00 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 05.30 p.m.
Validity of bid	: <u>120 days</u> w.e.f the date of publishing this NIT

A.R. Karmakar
pl send a copy 'sc (T&CP)
to Manu
son for
putting the
matter in
our website
and take us
for display
an office
Notice Board
24/10/13

NOTICE INVITING ONLINE TENDER NO. : 8/HDA/EC(MECH.) OF 2013 – 2014

FOR

MAINTENANCE OF ENTIRE WATER SUPPLY DISTRIBUTION NETWORK AND NECESSARY VALVE OPERATION AND MAINTENANCE REQUIRED FOR SMOOTH, EFFICIENT AND RELIABLE DISTRIBUTION OF WATER AND ENSURING UNINTERRUPTED WATER SUPPLY

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	:	MAINTENANCE OF ENTIRE WATER SUPPLY DISTRIBUTION NETWORK AND NECESSARY VALVE OPERATION AND MAINTENANCE REQUIRED FOR SMOOTH, EFFICIENT AND RELIABLE DISTRIBUTION OF WATER AND ENSURING UNINTERRUPTED WATER SUPPLY
2	Location of Work	:	Mahishadal to Chaitanyapur , Geonkhali to Chaitanyapur, Chaitanyapur to Basudevpur & Basudevpur to Entire Haldia Municipality Area, Haldia, Purba Medinipur District.
3	Scope of Work	:	<ul style="list-style-type: none">• Day to day round the clock operation and maintenance of all valves and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical , works and installations immediately that needs to be undertaken without delay for smooth, reliable and efficient distribution of water from the plant, boosting stations and pumping stations to the consumer end.• To keep vigilant watch on the leakage of entire pipeline and all valves in distribution network, any discrepancy if found should have to be rectified immediately and intimated to the E.I.C.• To prevent unauthorized drawl of water and illegal tapping and in the event of occurrence of such events should report to the Authority without any delay.• 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

An indicative detail of distribution network is given below:

Sl No.	Location Details	Pipe Dia.(mm)	Length(KM)	Materials
1.	Geonkhali to Chaitanyapur	1100	9.00	Cast Iron
2.	Geonkhali to Chaitanyapur	700	9.00	Ductile Iron
3.	Chaitanyapur to Basudevpur	1100	10.00	Cast Iron
4.	Chaitanyapur to Haldia Petrochemical Limited (dedicated)	500/600	12.00	Cast Iron
5.	Basudevpur to Mitsubishi(dedicated)	500	10.00	Cast Iron
		800	10.00	Ductile Iron
6.	Primary Grid	100 to 1100	30.00	Cast Iron
7.	Secondary Grid	20 to 750	07.00	Cast Iron
8.	Series Tube wells line	300 /500	11.00	Cast Iron
9.	Pipe line connections up to flow meters at Customers end	20 to 800	-	Cast Iron/ Ductile Iron
10.	All type of Valves and chambers i.e. Sluice Valves, Butterfly Valves, Air Valves, Non Return Valves, Washout Valves & dirt box etc.	20 to 1100	LOT	Cast Iron/ Ductile Iron

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	:	1. Tenderer should have the completed operation and maintenance of similar water supply distribution network having single work order value not less than not less than Rs.10.00 Lakh for at least one year , or successfully undertaken the job of operation and maintenance of water supply distribution network within last 5 (five) financial years from the

		<p>date of NIT having single work order value of not less than Rs.10.00 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.</p> <p>2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than ₹ 10.0 Lakh from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be produced in support of the claim.</p> <p>3. Bank Solvency of ₹ 10.0 Lakh from Nationalized or Scheduled Bank</p> <p>4. Statutory Documents:</p> <ol style="list-style-type: none"> Audited Balance Sheet of last 3 Financial years Latest Income Tax return Latest VAT Return Latest VAT registration certificate. Latest Professional Tax Return Service Tax Registration detail Copy of E.S.I. & E.P.F. Registration certificate Pan Card (Xerox Copy). One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (Annexure -I) 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>₹ 50,000 (Rupees Fifty Thousands 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	:	<p>Up to 4.00 pm on 21/10/2013 from E-portal for the Online Bids</p>

Date of Pre Bid meeting	: At 5.00 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	: ONLINE BID: Within 4.30 p.m. on 28/10/2013 through E-portal. 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.
Date and time of opening of Technical Bid (Part-I).	: On 28/10/2013 at 6.00 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 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
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	: ONLINE BIDS: The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below: <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 ONLINE BID SUBMISSION: 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.
Training on E-tender	: 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.
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 sluice valves, air release valves etc & 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

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**)

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 ₹ 10.0 Lakh from banker shall be submitted along with Part-1.

2.1.7 Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be more than ₹ 10.0 Lakh

2.1.8 CREDENTIAL

2.1.8.1 Technical :

Tenderer should have the completed operation and maintenance of similar water supply distribution network having single work order value not less than **Rs.10.00 Lakh** for at least one year, or

successfully undertaken the job of operation and maintenance of water supply distribution network within last 5 (five) financial years from the date of NIT having single work order value of not less than **Rs.10.00 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 ₹ 10.0 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 ₹ 10 Lakhs from Nationalized or Scheduled Bank

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.

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 & maintenance of such distribution network and valve operations Industrial norms and safety standards for workmen working in distribution network and valve operations 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 the EIC in a week for discussion if technical matters. He might have to attend/operate distribution network and valve operations 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 distribution network and valve operations. The distribution network and valve operations schedule should 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 Operation & Maintenance of entire water supply distribution network and all valve operations should be done through proper co-ordination with the operating personnel of the entire water supply distribution network and all valve operations.
- 8.8 To keep vigilant watch on the leakage of entire pipeline and all valves in distribution network, any discrepancy if found should have to be rectified immediately and intimated to the E.I.C..
- 8.9 To prevent unauthorized drawl of water and illegal tapping and in the event of occurrence of such events should report to the Authority without any delay.
- 8.10 Maintaining the safety devices like hand gloves, welding glass, helmets, safety shoes with all system of jig and -fixture, tools & tackles.
- 8.11 Operation & Maintenance of distribution network and all valves operations should be done through proper co-ordination with the operating personnel of the distribution network and valve operations
- 8.12 The operation of all the valves and other accessories are to be done as per requirement. To ensure that the consumer taking sufficient requirement of water.
- 8.13 Any type of defects is to be rectified immediately in order to avoid disruption in water supply.
- 8.14 Constant vigilance shall have to be kept so that no damage occurs to the assets. Regular check & necessary steps shall have to be taken regarding the specific plan packing of the entire pipeline and all valves and the condition of rubber joints, flange joints, tees, bends, non return vales, dirt box, water meter etc including all civil, mechanical , works . Leak repairing coupling,

MJ collar, fitting ,fixing etc i.e all jointing and repairing materials should be kept within the limit as specified & to be recorded in the logbook. The operation of all the valves and other accessories are to be done as per requirement.

8.15 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.

8.16 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 of entire water supply distribution network and necessary valve operation required for smooth, efficient and reliable distribution of water and ensuring uninterrupted water supply etc, Maintenance works (iii) The data as per direction of EIC are to be recorded in the Log Book at every Half an hour interval during observation entire water supply distribution network and necessary valve operation required for smooth, efficient and reliable distribution of water and ensuring uninterrupted water supply 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.

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 & Maintenance of entire water supply distribution network and necessary valve operation required for smooth, efficient and reliable distribution of water and ensuring uninterrupted water supply

8.17 Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before at 5.00 P.M on 22.10.2013.

8.18 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.

8.19 Conditional tender will not be accepted.

8.20 The rates quoted in the tender shall remain valid for 4 (four) months from the date of submission of Tender for acceptance.

8.21 The tenderer shall have to submit a detail cost break-up analysis along with Financial Bid to justify the rate quoted by the tenderer.

8.22 Tenderers requested to be present in person during the opening of technical and financial bids.

8.23 The Contractor whose Tender is accepted shall make the formal agreement 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.

- 8.24** 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.
- 8.25** 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.
- 8.26** 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.
- 8.27** HDA takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.
- 8.28** Tenderer can approach the Executive Engineer (Civil), HDA for any clarification with respect to this tender.
- 8.29** 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.
- 8.30** The Tenderer should sign all corrections in the tender with date. The Tenderer must sign each of the Tender documents.
- 8.31** 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.
- 8.32** All materials & workmanship shall be as per the approved quality and methodology.
- 8.33** No advance will be paid to the contractor.
- 8.34** 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.
- 8.35** 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.
- 8.36** The plant 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.
- 8.37** The work may be terminated at any time with clear 15 days notice to the contractors served by the Authority.
- 8.38** Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of HDA.
- 8.39** The agency should possess the requisite and relevant equipments and machineries for the work.

8.40 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.: 1576 /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 Block Development Officer, Mahishadal & Executive Officer, Mahishadal Panchayat Samity
10. The District Information & Cultural Officer, Purba Medinipur
11. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
12. 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.
13. CA to the CEO, HDA
14. 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 - 1
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	<p>Final gross value of the executed work as per the final bill/payment certificate.</p> <ul style="list-style-type: none"> • Tenderer should have the completed operation and maintenance of similar water supply distribution network having single work order value not less than not less than Rs.10.00 Lakh for at least one year • successfully undertaken the job of operation and maintenance of water supply distribution network within last 5 (five) financial years from the date of NIT having single work order value of not less than Rs.10.00 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

(Annexure – IV).

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
	Maintenance of entire water supply distribution network and necessary valve operation and maintenance required for smooth, efficient and reliable distribution of water and ensuring uninterrupted water supply .		

Signature of the Bidder

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

Sl. No.	Work Assigned/ Activities	Rate (₹)	Rate in words
1	Day to day round the clock operation and maintenance of all valves , chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations from Geonkhali to Chaitanyapur, 9.00 km, 1100.00 mm diameter C.I pipe line.		
2	Day to day round the clock operation and maintenance of all valves, chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations from Geonkhali to Chaitanyapur, 9.00 km, 700.00 mm diameter D.I pipe line.		
3	Day to day round the clock operation and maintenance of all valves, chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations from Chaitanyapur to Basudevapur, 10.00 km, 1100.00 mm diameter C.I pipe line.		
4	Day to day round the clock operation and maintenance of all valves, chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations from Chaitanyapur to HPL, 12.00 km for 500.00 /600.00 mm diameter D.I pipe line.		
5	Day to day round the clock operation and maintenance of all valves , chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical , works and installations from Basudevapur to MCCPTA 10.00 km for 500.00 mm diameter C.I pipe line & 10.00 km for 800.00 mm diameter D.I pipe line.		

6	Day to day round the clock operation and maintenance of all valves , chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations from Primary Grid, 30.00 km for 100.00 to 1100.00 mm diameter C.I pipe line.		
7	Day to day round the clock operation and maintenance of all valves, chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations from Secondary Grid, 7.00 km for 20.00 to 750.00 mm diameter C.I pipe line.		
8	Day to day round the clock operation and maintenance of all valves, chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations from Series Tube wells line, 11.00 km for 300.00 to 500.00 mm diameter C.I pipe line.		
9	Day to day round the clock operation and maintenance of all valves, chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations of Flow meters at Customers end for 20.00 to 800.00 mm diameter C.I or D.I		
10	Day to day round the clock operation and maintenance of all valves , chambers and pipelines and routine maintenance work or all kinds of minor repair works including all civil, mechanical works and installations of All Valves i.e. S.V, B.V, A.V, N.R.V, W.O.V & dirt box etc. for 20 to 1100 mm diameter C.I or D.I		
11	To keep vigilant watch on the leakage of entire pipeline and all valves in distribution network , to prevent unauthorized drawl of water, all necessary routine maintenance work, all kinds of minor repair works and other works related to maintenance of entire water distribution network and operation and maintenance all valves and fittings that needs to be undertaken without delay for smooth, reliable and efficient plant operation and uninterrupted water supply		
12	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		
13	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		
Cumulative Total =			

Signature of the Bidder with seal