



**OFFICE OF THE EXECUTIVE ENGINEER**  
**WEST BENGAL STATE RURAL DEVELOPMENT AGENCY,**  
**2, MAHATMA GANDHI ROAD, (1<sup>ST</sup> FLOOR), HOWRAH – 711 101**  
**TELEPHONE NO: - 033-2637-4879**

Memo No. : 411

Date: 24.07.2024

**SECTION A - NOTIFICATION**

**NOTICE INVITING QUOTATION NO - WBSRDA/EE/HOW-1/NIQ-1 of 2024-25 of Executive Engineer, WBSRDA, Howrah Division - I**

For and on behalf of WBSRDA, the Executive Engineer, WBSRDA Howrah Division-I invites Sealed quotations from the resourceful and bona-fide reliable Consultant / Consultancy Firms / Individuals who satisfy the terms and conditions for IDENTIFICATION OF BRIDGES UNDER RURAL CONNECTIVITY SCHEME with in stipulated period from the date of finalization of the quotation.

The intending quotationers shall quote the rate + applicable GST in lump sum basis in the bidding sheet, to the Executive Engineer, WBSRDA Howrah Division-I. The credentials like PAN card, I.T. certificate and GST Registration (if applicable), Trade license (if applicable) and experiences certificates shall have to be enclosed with the sealed quotation along-with the application. **Earnest money @2% (Two percent) only of the quotation rate** shall have to be deposited in the form of D.D. drawn in favour of the “Executive Engineer, WBSRDA Howrah Division-I”.

The NIQ have been uploaded in the website ([www.howrah.gov.in](http://www.howrah.gov.in)) of the Howrah District & ([www.wbprd.gov.in](http://www.wbprd.gov.in)) of the P&RD Department.

Details of work: -

SL No	Name of the project
1	Identification of Bridges Under Rural Connectivity Scheme for 4 nos. Block (Bally Jagacha, Domjur, Jagatballavpur and Sankrail)

- Availability of Bidding Document and mode of submission:** The Bidding document is available from office of the undersigned in all working days. Filled Bidding Documents needs to be submitted in the Drop Box available in the office of the undersigned.
- Last Date/ Time for dropping of Quotation:** 01/08/2024 (dd/mm/yyyy) up-to 14:00 Hours (time)
- Bid Opening Date :** 01/08/2024 (dd/mm/yyyy) at 16: 30 Hours (time)

## **Section B – General Terms and Conditions**

**B. 1.** The notice inviting quotation, the terms and conditions, scope of work etc. constitute the Quotation Document Set.

**B.2.** Proposal shall be completed in all respects and be submitted with requisite information. It shall be free from any ambiguity or overwriting.

**B. 3.** The Quotationer himself / herself or his / her authorized representative shall put his/her signature (may be initial signature) on all pages of the proposal. The authorized signatory shall have to produce proper authorization from the Quotationer.

**B. 4.** For preparation of proposals, quotationers are expected to examine the Quotation documents in detail and to provide all information requisitioned for.

**B. 5.** The Quotationer should mention in detail his / her postal address, e-mail address, and contact Phone no. (Both Office & Residence) including the phone number & e-mail ID of the entrusted contact persons and also to mention modalities by which quick response in emergency situation can be received from them. The post implementation response time should be as per provisions of the contract agreement to be executed after acceptance of the quotation & till the last date of execution of Contract agreement. The terms and conditions hereby referred to shall be the binding between the successful Quotationers and WBSRDA.

### **B.6.Credentials and pre-qualification of the Quotationer**

The Quotationer shall furnish the documentary evidence that he / she has adequate capacity for performing the quoted work. The primary Quotationer shall have to fulfill the qualification criteria and may have other partners for which all relevant documents have to be submitted.

#### **B.6.1. Qualification Criteria**

<b>Sl.No.</b>	<b>Criteria</b>
1	The Quotationer shall be an Indian registered Company/Firm/Individuals
2	The Quotationer should have prior working experience for similar nature of works.
3	The Quotationer also should attach photo copy of PAN Card, IT Return, proof of G.S.T. Registration (if applicable), Trade license and experiences certificates.

### **B.7.Pre-Qualification Checklist**

An indicative pre-qualification checklist has been provided for convenience of Quotationers. The Quotationers shall submit the necessary documents in support of their statement showing that they fulfill the criteria mentioned in the “Pre-requisite qualification check list” in the order as below:

<b>SL.No.</b>	<b>Criteria</b>	<b>Whether submitted</b>
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1	Earnest Money Deposit.	
2	Income Tax clearance Certificate (preceding year).	
3	GST Clearance Certificate if applicable.(preceding year)	
4	Trade license if applicable( Renewed up-to-date)	
5	Self-attested copy of the Registration certificate of Company/Firm (if applicable). Self-attested copy of the partnership deed in case of partnership firm and power of attorney to the representative of the firm who operates the tender (if applicable).	
6	Quotation documents properly signed and accompanied by the letter of Authorization from the Head of the Organization, as per law.	

### **B.8.Submissionof Proposals**

The proposals in the form of hard copy shall be submitted and be deposited to the Executive Engineer, WBSRDA Howrah Division-I on any working day up to the deadline specified in Section A along with Earnest Money, as mentioned in Section A.

THE FINANCIAL BIDS SHALL BE SUBMITTED IN SEPARATE SEALED ENVELOPE, WHICH WILL BE OPENED ONLY AFTER ACCEPTANCE OF THE SAMPLES OF SPECIFIED ARTICLES IF FOUNDATPARWITHTHESPECIFICATIONSSSTIPULATEDINTHEQUOTATION.

The envelope containing the bids must be inserted in a separate larger envelope and the same must be submitted in sealed condition.

Any quotation, received after the specified date & time of receipt of bids, will not be considered. In case of sudden closure of Office due to reasons beyond control and understanding, the last date as indicated in the quotation document may be extended up to the next working day (up to 2pm.) without further separate notice.

**B. 8. 1. The Quotation documents should be properly bound and separators should be used to mark each section of the Quotation. Any loose sheet enclosed with the Quotation will be treated as not a part of the Quotation.**

**B. 8. 2.** Each proposal should be marked 'original' or 'copy', whichever is appropriate. If there are discrepancies in the 'original' and the 'copy', the original shall prevail.

### **B.9.ProprietyInformation/Public Disclosure**

**B.9.1.**Materialssubmittedin response to this NIT shall become the property of the WBSRDA.

**B.9.2.** All proposals received shall remain confidential until the quotations are opened.

### **B. 10.Validityof Offer**

The proposal shall remain valid for a period of**120 days**from the date of finalization of the Quotation. All prices quoted shall not be affected by any escalation in prices of labour or materials, equipment, etc. during the validity period whatsoever.

**B.11. Taxes and duties**

Any "FORM" for availing of concessional rate of GST will be issued by WBSRDA, if applicable. The quoted rate shall be rate + applicable GST in lump sum basis. WBSRDA shall be authorized to deduct GST, Cess, Taxes and Duties if any at applicable rates from the bill of successful Quotationer.

**B.12. Income Tax and GST Certificates**

Self-attested copies of the following documents must be submitted along with the Tender:

- Latest Income Tax Clearance Certificate (the original of which may have to be produced by the successful Quotationer before the issue of the work order)
- Valid GST Registration Certificate and Clearance Certificate (if applicable).
- Trade License Certificate (if applicable).

**B.13. Earnest Money Deposit (EMD)**

**B.13. 1.** Earnest money in the form and manner specified in Section A is to be deposited at the time of submission of the Quotation.

**B.13.2.** Quotation NOT accompanied with prescribed Earnest Money Deposit will be rejected.

**B.13. 3.** The EMD of the unsuccessful Quotationer shall be refunded after finalization of the quotation and also within reasonable time not exceeding 2 ( t w o ) month from the date of final acceptance of the Quotation. The EMD will carry no interest.

**B.13. 4.** In the case of the successful Quotationer, the EMD will be converted into security deposit at the time of execution of agreement. The security deposit will be refunded to the party immediately after payment off in all bill.

**B.14. Quotation Opening Date and Venue**

Quotationers will be opened at the appointed date & time and at the venue mentioned in Section A of this Notice in presence of the Quotationers or their authorized representatives, if they are willing to remain present at the time of opening. The WBSRDA will scrutinize the quotation documents on the same day in presence of all the Quotationers. The scrutiny will cover the mandatory compliance criteria only as mentioned in the quotation document. The Quotationers, which are found complete and conforming to the mandatory compliance criteria, shall be declared valid Quotations.

**B.15. Discrepancies in Quotation**

In case of discrepancies in quotation, the following measures will be adopted to correct the errors for the purpose of evaluation.

- In case of discrepancy between the original and copies of quotation, the original quotation will be considered valid for acceptance.

- In case of discrepancy between figures and words, the words will be considered for acceptance.
- Arithmetical error may be corrected keeping intact the unit price and the quantity.

#### **B.16. Quotation Acceptance & Rejection**

- Quotationers must provide response to all sections and requirements of this document so as to be considered complete. Failure of the quotationer to comply with any part of this document may result in that his/her proposal being disqualified for non-responsive to the asking of the WBSRDA.
- WBSRDA reserves the right to reject any Quotation or the entire quotation process without assigning any reason whatsoever.

#### **B.17. Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed may be taken or executed by the officials authorized for the purpose.

#### **B.18. Quotation Evaluation Process**

A single step quotation procedure will be used for the evaluation. Under this process, the WBSRDA shall examine the quotation and may make shortlist of quotations taking into consideration the completeness of the quotation.

**B.18.1.** Theselection/acceptanceoftheQuotationshallbemadebytheTenderCommitteeofWBSRDA

**B.18.2.** The accepting authority reserves the right to reject any or all of the Quotations received, without assigning any reasons whatsoever to the intending participants including the lowest bid offer received.

**B.18.3.** The lowest rate / fee would not be the sole criteria for selection of Consultant / Firm / Individual. WBSRDA Howrah Division-I will select the Consultant / Consultancy Firms / Individual on the basis of their profile, previous work and experience in this field and finally rate offered.

#### **B.19. Payment**

B.19.1. Payment is likely to be made after submission of the Bill/Claim as per accepted rate.

B.19.2. GST: Any additional Tax on account of GST shall be borne by the Quotationer.

B.19.3. Quotationers will be fully responsible to labor payments, accident, mishappening, damages & other labor welfare & safety measures.

B.19.4. 100%paymentwillbemadeafterfinalacceptancebythecompetentauthoritythrough WBSRDA.

#### **B.20. Award of Contract**

LetterofIntent(LOI)willbeissuedtothesuccessfulQuotationerafterevaluationofthefinancial bid.

Before issue of the formal work Order, WBSRDA will enter into a contract with the selected Quotationer on the terms and conditions provided herein.

#### **B.21. Work Completion**

If any part of the service in respect of the work assigned and undertaken by the Successful Quotationer for which contract agreement will be entered into is not rendered in time, the WBSRDA shall be entitled to levy and recover Liquidated damages/penalty at 1% per week or part thereof of the delay subject to 5% maximum, on the payment due to the Quotationer for the

particular stage. Any delay beyond five weeks will attract higher penalty to be decided by the WBSRDA, maximum to the tune of 10% of the billed amount.

#### **B.22. Other Terms & Conditions**

**B.22.1.** The Quotationer shall commence and complete the work as per direction of the WBSRDA.

**B.22.2.** Other terms, if required for good performance of the work and as shall be mutually agreed upon, shall be laid down in the contract agreement.

**B.22.3.** In addition to above there shall be a termination clause in the contract agreement for bad and negligent performance of the Quotationer.

#### **B.23. Governing Laws**

This Quotation Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The Courts in Kolkata shall have exclusive jurisdiction in all matters arising as disputes under the contract.

#### **B.24. Termination for Default**

In the event the Quotationer fails and or neglects the terms and conditions laid down here in above or hereinafter and or fails and neglects to complete the work within the time schedule or extended period, if allowed, the WBSRDA shall be at liberty to terminate and or cancel the Work Order/Contract agreement, as the case may be, giving 7 (Seven) days' notice.

### **Section C– Scope of Work**

#### **C.1. The main scope of work is identification of bridges under rural connectivity scheme**

##### **C.1.1. Procedure to be adopted for identification:**

- The identification shall be made for small, minor, major and long span bridges only. The total length of cross drainage works exceeds 6m between inner faces of dirt wall considered as bridge. No identification shall be made for slab / pipe culvert when total length is less than 6m.
  - In case of small bridge total length exceeds 6m but less than 30m and in case of minor bridge total length exceeds 30m but less than 60m. The bridge length more than 60 m lengths classified as major bridge. All these types of bridges shall be come under identification.
  - The bridge having span length more than 150m shall be considered as long span bridge. This type of bridge also comes under bridge identification.
  - The bridges on the road of GP, Block, ZP and WBSRDA needs to be identified with the present scope of work. It is irrelevant the existing bridge constructed by which department. If the bridge situated on the road maintained/constructed/owned by GP, Block, ZP or WBSRDA the same will be come under the purview of this identification.
  - The details like bridge location with chainages and latitude, longitude, the total bridge length, type of superstructure, substructure and foundation to be recorded at site. At least 4 numbers of photograph with the condition of approach road in both side needs to be collected. A bridge identification format also enclosed with this SOP under Annexure: A. The present ownership of the road also needs to be mentioned in the format.
  - The photograph shall be taken in the following manner.
    - 1) Along the alignment of the bridge from approach.
    - 2) One side view required along the stream where number of span could be identified clearly.
    - 3) Two photograph of approach road one either side to understand Approach condition clearly.
- The entire photograph should be geo-tagged and the resolution should be clear.

- An online module shall be created where after providing all the details an identification number shall be generated automatically after uploading. The input data to generate bridge identification number to be provided as per rule mentioned in SOP.
- Provision shall be provided in online menu such that during uploading drop down box to be visible where option for selection of condition like good/poor/highly vulnerable needs to be selected.
- The necessary option shall be provided in online such that download of excel sheet will be possible after necessary sorting.
- The uploading of data to be made from the respective WBSRDA Howrah Division-I log-in.
- As this type of work required experience in the field of bridge engineering thus before uploading in website appropriate verification needs to be made by the WBSRDA Howrah Division-I engineers/officers.
- In later stages all these identified bridges shall be mapped on DRRP roads.

**Sd/- Biswanath Halder-  
Executive Engineer,  
WBSRDA Howrah Division-I**

**Memo No. : 411/1(9)**

**Date: 24.07.2024**

**Copy forwarded to:**

1. The Additional Secretary, P&RD Department, Govt. of West Bengal & ACEO, WBSRDA, for his kind information.
2. The Chief Engineer, P&RD Department, for his kind information
3. The Finance Controller, WBSRDA, P&RD Department, for his kind information.
4. The Superintending Engineer, Presidency Circle, P&RD Department for his kind information.
5. The Finance Officer, WBSRDA, Howrah Division I for favour of his information.
6. The Assistant Engineer, WBSRDA, Howrah Construction Sub Division I/II/ & Uluberia Construction Sub Division for his information.
7. Office Notice Board.

**Sd/- Biswanath Halder  
Executive Engineer,  
WBSRDA Howrah Division-I**