



# OFFICE OF THE CHIEF EXECUTIVE OFFICER

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

**Siliguri Jalpaiguri Development Authority (SJDA)**

Tenzing Norgey Road, Pradhan Nagar, Siliguri, Dist: Darjeeling, Pin – 734 003

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(QSF: ENGG 03 / 01)

**Memo No.: 528/ ENGG / 2016 – 17 of SJDA**

**Dated: 07-06-2016**

## **NOTICE INVITING ONLINE TENDER (e - TENDER) NO. 016 / ENGG / ELECT / 2016 – 17 OF SJDA**

Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA), Siliguri invites ONLINE TENDER (e - Tender) from reliable resourceful bonafide and experienced manufacturers, who have successfully completed the similar nature of works of value not less than **40%** of the value of amount put to tender in a single contract or two similar nature of work each of the minimum value not less than **30%** of the value of amount put to tender within last **5 (Five) years** from the date of NIT or one single running work of similar nature which has been completed to the extent of **80 %** or more and value of which is not less than 40% of the value of amount put to tender in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies.

### **E- Tender details:**

Sl. No.	Name of the Work	Estimated Amount Put to Tender (Rs.)	Earnest Money @ 2.00 % (Rs.)
A	<b>S.I.T.C of 1 no. 6 Passenger Lift for Circuit Bench of State Consumer Disputes Redressal Commission at Bhagat Singh Market, Sevoke Road, Siliguri.</b>	<b>16, 60, 000.00</b>	<b>33, 200.00</b>
		Cost of Tender Documents (Rs.)	<b>1, 000.00</b>
B	Time of completion	<b>90 ( Nine Zero) Days</b>	
C	Date & Time of Publishing NIT & Tender Documents	<b>08.06.2016 at 04.00 P.M.</b>	
D	Tender Documents Sale / Download Start Date & Time	<b>08.06.2016 at 04.00 P.M.</b>	
E	Bid Submission / Upload Start Date & Time	<b>08.06.2016 at 04.00 P.M.</b>	
F	Tender Documents Sale / Download End Date & Time	<b>22.06.2016 up to 6.00 P.M.</b>	
G	Bid Submission End Date & Time	<b>22.06.2016 up to 6.00 P.M.</b>	
H	<ul style="list-style-type: none"><li>Earnest Money Deposit (EMD) – Scanned copy of the originals in the form as detailed under clause (17) towards Earnest Money Deposit as prescribed in the e-NIT against each serial of work</li><li>Cost of Tender: - Scanned copy of the originals in the form as detailed under clause (18) towards Cost of Tender as prescribed in the e-NIT against each serial of work.</li></ul>	<b>22.06.2016 up to 6.00 P.M.</b>	
I	Date of opening of Technical Proposals	<b>23.06.2016 at 11.00 A.M.</b>	
J	Date of opening of Financial Proposals	<b>Will be declared after technical evaluation.</b>	
K	<b><u>Departmental Materials:</u></b>	<b>NOT APPLICABLE</b>	
L	The bidder shall be required to properly maintain the work including all its components for a period of <b>1 (One) year</b> from the date of completion and handing over to SJDA in proper format, a Security Deposit of 10% shall be deducted from each RA bill (up to 10% in total). 2% EMD is to be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactory for the entire period of <b>1 (One) year</b> . Failure to execute proper maintenance of the work for one year will lead to forfeiture of the security deposit.		

1. In the event of e-Filing intending tenderer may download the tender documents from the website **<https://etender.wb.nic.in>** directly with the help of Digital Signature Certificate (DSC).

2. For online submission, Technical Bid and Financial Bid both will be submitted concurrently duly signed digitally in the Website <https://etender.wb.nic.in>. Tender documents may be downloaded from website & submissions of Technical Bid / Financial Bid are to be made as per the Date / Time Schedule stated in above table of this NIT. The documents submitted by the tenderers should be properly indexed & attested with seal.
- 3.
- i) The prospective bidders shall have satisfactorily completed **AS A PRIME AGENCY** during the last **5 (Five) years** prior to the date of issue of this NIT (a) similar nature of works of value not less than **40% (Rs. 6, 64, 000.00)** of the value of amount put to tender in a single contract or (b) two similar nature of work each of the minimum value not less than **30% (Rs. 4, 98, 000.00)** of the value of amount put to tender within last **5 (Five) years** from the date of NIT or (c) one single running work of similar nature which has been completed to the extent of **80 %** or more and value of which is not less than **40% (Rs. 6, 64, 000.00)** of the value of amount put to tender under the authority of State / Central Govt., State / Central Govt. undertaking / Statutory Bodies constituted under the statute of the Central / State Government. [Non Statutory Documents]  
**N.B.:** In case of 3. i) (a) & (b) **Work Order, Completion Certificate & Completion Certificate with Gross Bill Value / Payment Certificate** for successful completed work shall have to be submitted but in case of 3. i) (c) the **Certificate of satisfactory running work** shall have to be submitted.
  - ii) **Trade License, PAN Card, Professional Tax** deposit Receipt updated Challan, **VAT Registration Certificate** (If registered) with updated challan (Not more than two years old) (Non production / non - uploading of this document will result in deduction of VAT as per rules) to be accompanied with the Technical Bid documents. Any one of the Income Tax (**SARAL**) Acknowledgement Receipt of the last three assessment years to be submitted. [Non Statutory Documents]
  - iii) **Payment Certificates** within the last 5 (Five) financial years in support of turnover to be submitted as per note in point 3 (vi) for the value of **Rs. 16, 60, 000.00**. [Non Statutory Documents]
  - iv) A declaration (Affidavit) in this respect has to be furnished by the prospective bidders as per prescribed format vide **Section – B / Affidavit** and Form – I & Form – 2 (Modified) as per prescribed format vide **Section – B / Form – I / Form – 2 (Modified)** without which the Technical Bid shall be treated non-responsive. [Non Statutory Documents]  
**N.B.:** “**Form – II**” must be signed by Chartered Accountant with Registration No.
  - v) Balance Sheet: Audited Balance Sheet including Profit & loss Accounts of the preceding three financial years with auditor's certificate regarding Annual Turnover from business in each financial year. The audited Balance Sheet shall contain Annexure, Form 3CB/ 3CD u/s 44AB of IT Act 1961. Auditor's certificate must contain his / her Membership no. / Registration no. for Audit Firms. [Non Statutory Documents]  
**Note:** Bidder/Contractor whose Annual Turnover is less than Rs. 1.0 Crore and do not have audited balance sheet of the immediate preceding year during the period of tender, **shall need to submit payment certificates of works obtained from clients for such year as per point 3.(iv) above in support of Form 2 as enclosed in this NIT. If the company was set up less than three years ago, audited balance sheet for the number of years since inception is to be submitted.**
  - vi) Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies / Company are required to furnish :- (name of file should be “**companydetails.pdf**”)
    - a. Society Registration certificate from ARCS and By-Laws for Cooperative Societies. (For Registered Co-operative Societies only)
    - b. 'Memorandum of Articles' for Limited Companies.
    - c. Any other document, showing name with signature of all latest office bearers.
  - vii) **Joint Ventures will not be allowed.**
  - viii) A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. **If found to have applied severally in a single job, all of his / their bids will considered as non-responsive for that job**, without assigning any reason thereof.
  - ix) Deed of Partnership firm, and documents for their registration in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata 700001. In case a

contractor/bidder is yet to receive Form No. VIII, a “Memorandum” issued from the above office may also be accepted. Any change in the constituent of the Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of application in the e-tender and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted.

- x) Registered Unemployed Engineers’ Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law & Current Audit Report along with other relevant supporting papers. [Non Statutory Documents]
  - xi) A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. **If found to have applied severally in a single job, all of his / their bids will considered as non-responsive for that job**, without assigning any reason thereof.
  - xii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]
4. The prospective bidder, if awarded, shall engage technical staff according to the requirements of works to be executed.
  5. The running payment of proposed executed work may be made to the executing agency as per availability of fund and no claim whatsoever in this regard will be entertained. Provisions in Clause (s) 7, 8, & 9 contained in so far as they relate to quantum and frequencies of payment are to be treated as superseded.
  6. The contractor shall do photography / video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. No separate payment will be made to the contractor for this including reinforcement work with an identification mark.
  7. The Tenderer, whose tender is accepted should purchase additional three copies of tender documents including relevant papers etc. at the rate of **Rs. 200.00 (Two hundred)** each (May be paid in the form of Demand Draft / Pay Order or Challan to be deposited in **United Bank of India** in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority) from the Accounts Sec. of this office and formalize the contract within **15 (Fifteen) Days** from the date of issue of the Acceptance Letter, failing which action will be taken and the Work Order will not be issued.
  8. **Relevant documents** (as uploaded online) in hard copy (self attested) must be submitted in the Engineering Section before formalize the contract.
  9. **Relevant documents** (as uploaded online) must be readable without which the Technical Bid shall be treated non-responsive.
  10. If the lowest rate comes to below 10 % of the estimated value, then performance security @ 2.5% of the offered value should be paid in the form of Demand Draft in favour of **CHIEF EXECUTIVE OFFICER, SJDA** before the process of Formal Tender, failing which the agency will not be given work order and earnest money will be forfeited.. The said amount may be released after completion of the work with value of at least 80%.
  11. The intending tenders may be noted that an amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare Cess Act, 1996” apart from other statutory deductions from bills / payment due. Vat, Royalty & all other statutory levy / CESS will have to be borne by the contractor & the rates in the schedule of rates are inclusive of all the taxes & CESS stated above.
  12. No Adjustment of Price or Price Escalation of any kind will be allowed.
  13. No Mobilisation Advance and Secured Advance will be allowed.
  14. Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work), storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site.
  15. The offered rate shall remain valid for a period not less than 120 days (One Twenty Days) from the last date of submission of Financial Bid / Sealed Bid. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposit may be forfeited.
  16. No departmental material will be supplied by the authority.

17. **Earnest Money:** The amount of Earnest Money Deposit (EMD) is 2% (Two percent) of the estimated amount put to tender must be submitted in the form of Demand Draft (DD) / NEFT / RTGS of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the **CHIEF EXECUTIVE OFFICER (CEO), SJDA** **and acknowledgement should also be uploaded online with UTR No.** [Account Details: i) Account Name – SILIGURI – JALPAIGURI DEVELOPMENT AUTHORITY, ii) Account No. – 912010035059401, iii) Bank Name – AXIS BANK LTD., iv) Branch Name – Hill Cart Road, v) IFSC – UTIB0001403 & vi) Bank Address – 32, Pradhan Nagar, Near Ramakrishna Vedanta Ashram, Hill Cart Road, Siliguri – 734 003] against each of the work. Payment in any other forms i.e.: NSC, KVP, cheques etc. will not be accepted. EMD shall be collected only in soft copy (scanned copy of the original in pdf) for instruments like Bank Draft In case of deposit of RTGS / NEFT scanned copy of the original transaction acknowledgment receipt in pdf to be uploaded. No alteration of the scanned copy of EMD submitted with the e-tender is allowed at any later stage. The L1 bidder shall submit original documents to the Tender Inviting Authority with his acceptance letter to the Letter of Invitation (LoI). Failure to submit the hard copies including the original instrument of EMD with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the e-tendering process and appropriate legal action including blacklisting of the contractor / bidder and debarring him/her from participating in any State Govt. tender for a period of three years may be taken and even DSC may be blocked by the e-tender cell of this Authority to debar his/her further participation in any tender during the suspension period. Any Claim for waiver of EMD by any bidder must be supported by Finance Department G.O for waiver of EMD and the said order is to be uploaded in the ‘**Drafts**’ folder. These societies / Enterprises, if selected through open e-tenders will however have to furnish requisite Security Deposits (SD) for performance of the work. In the present system of on-line submission of scanned copy of EMD, the Chief Executive Officer, if required by the bank will within 7 working days after being approached in writing with the instrument of EMD by the unsuccessful bidders, release the EMD pledged in his/her favour after opening of technical and financial bids, other than L1 and L2. EMD of L2 bidder is to be released only after issuance of LOI / LOA in favour of L1 within next seven working days thereafter.
- If such bidder(s), having participated in the 1st e-tender of a work which has been cancelled due to insufficient number of participants or otherwise intends to participate in the 2nd e-tender of the same work (Re-Tender), they are to submit fresh EMD and no prayer for adjustment of previous EMD will be considered.**
18. **Cost of Tender:** The amount of cost of Tender should be deposited separately through NEFT / RTGS of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal drawn in favour of the **CHIEF EXECUTIVE OFFICER (CEO), SJDA** **and acknowledgement should also be uploaded online with UTR No.** [Account Details: i) Account Name – SILIGURI – JALPAIGURI DEVELOPMENT AUTHORITY, ii) Account No. – 912010035059401, iii) Bank Name – AXIS BANK LTD., iv) Branch Name – Hill Cart Road, v) IFSC – UTIB0001403 & vi) Bank Address – 32, Pradhan Nagar, Near Ramakrishna Vedanta Ashram, Hill Cart Road, Siliguri – 734 003] against each of the work.
19. The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder’s own expense.
20. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Authority. The **CHIEF EXECUTIVE OFFICER, SJDA** reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at that stage of Bidding.
21. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned against Sl. No.3 and Section-A, i.e., ‘Instructions to Tenders’ before offering any rate.
22. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
23. **No Conditional / Incomplete Bid / Tender will be accepted under any circumstances.**
24. If more than one tenderer quoted same rate which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted by the Authority.
25. The **CHIEF EXECUTIVE OFFICER, SJDA** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

26. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, that tender will be considered as non-responsive and out rightly rejected with forfeiture of Earnest Money and action will be taken as per IT Rule in force.
27. In case, if there be any objection regarding prequalification / list of "Technically Qualified Bidders", that objection should be lodged to the **CHIEF EXECUTIVE OFFICER, SJDA** within 2 days from the date of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection will be entertained by the Authority.
28. Before issuance of the work order, the tender accepting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false in that case, work order will not be issued in favour of the bidder under any circumstances.
29. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
- (a) **Notice Inviting Tender.**
  - (b) **Tender Clauses.**
  - (c) **Special terms and conditions.**
  - (d) **Technical bid.**
  - (e) **Financial bid.**
30. All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the work schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works
31. **The Earnest Money may be forfeited –**
- a) If the tenderer withdraws the tender during the period of tender validity.
  - b) In case of a successful tenderer, if the tenderer fails within the specified time limit to Sign the agreement.
  - c) During scrutiny, if it comes to notice to the tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated.
32. **Qualification Criteria:**  
The Tender Inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:-
- a. **Experience.**
  - b. **Technical Capability comprising of personnel & equipment capability.**
  - c. **Financial Capacity.**
33. *The eligibility of a bidder will be ascertained on the basis of the attested documents digitally signed in support of the minimum criteria as mentioned in 27 (a), (b), (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice and action will be taken as per stipulations of IT Rule in force.*



**FORM 2 (Modified)**

**Certificate regarding Summary Statement of Annual Turn Over**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived in favour of ..... for the three consecutive financial years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Annual Turn Over rounded up to in Rupees lakh (two digits after decimal)	
1.			
2.			
3.			
Total			

**Average Annual Turnover (in Lakh of Rupees):**

Note:

1. Year preceding the current financial year is to be considered as Year-1.
2. Average annual turnover is to be expressed in lakh of Rupees rounded off to two digits after decimal.
3. Average annual turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained. By dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder/contractor with date & seal if any

Date & Place

## **SECTION – A**

### **Submission of Tenders**

#### **A.1. General Guidance for e-Tendering**

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

#### **A.2. Registration of Contractor**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://etender.wb.nic.in> (the web portal of Siliguri Jalpaiguri Development Authority) the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **A.3. Registration of Contractor**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to bidder DSC is given as a USB e-Token.

#### **A.4. Mode of Collection**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate (DSC). ***This is the only mode of collection of Tender Documents.***

#### **A.5. Participation in more than one work**

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

#### **A.6. Submission of Tenders**

General process of submission, Tenders are to be submitted through online to the website stated in Sl. 2 of NIT in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

##### **A.6.1. Technical proposal**

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

##### **A.6.1.1. Statutory Cover Containing**

As stated in “Instruction to Tenderers”

##### **A.6.1.2. Not statutory Cover Containing**

- (a) Affidavit, Form – I, Form – 2 (Modified) etc. as stated in Sl. No. 3(v) of this NIT.
- (b) Trade License as stated in Sl. No. 3(iii) of this NIT.
- (c) Professional Tax (PT) Registration Certificate as stated in Sl. No. 3(iii) of this NIT.
- (d) PAN Card, Income Tax (IT) SARAL as stated in Sl. No. 3(iii) of this NIT.
- (e) VAT Registration Certificate as stated in Sl. No. 3(iii) of this NIT.
- (f) Audited Balance Sheet as stated in Sl. No. 3(iv) of this NIT.
- (g) Registration Certificate under Company Act (If any).
- (h) Registered Deed, Article of Association & Memorandum (For Partnership Firm) (If any).
- (i) Power of Attorney (For Partnership Firm / Private Limited Company) (If any).
- (j) Tax Audited Report in 3 CD / 3 CB Form along with Balance Sheet & Profit & Loss A/c (For Proprietorship & Partnership Firms and Company) as stated in point 3. (vi).
- (k) Valid bye laws are to be submitted by the Registered Labour Co-Operative(s) or Engineers' Co.-Operative(s).
- (l) List of machineries along with authenticated documents as stated in Sl. No. 3(vii) of this NIT.
- (m) Authenticated documents in support of Technical Personnel as stated in Sl. No. 3(ii) of this NIT.
- (n) Scanned copy of Original Credential Certificates (Work Order, Completion Certificate & Completion Certificate with Gross Bill Value / Payment Certificate) as stated in Sl. No. 3(i) of this NIT.

**Note: - Failure of submission of any of the above mentioned documents (as stated under A.6.1.1. & A.6.1.2.) will render the tender liable to summarily rejected for both Statutory & Non Statutory Cover.**

##### **A.6.2. Screening Committee & Tender Evolution Committee**

- i) The **Superintending Engineer (SE)**, SJDA; concern / concerned **Assistant Engineer (Electrical)**, SJDA and the **Accounts Officer (AO)**, SJDA under the **CHIEF EXECUTIVE OFFICER (CEO)**, SJDA will function as Screening Committee for determination technically qualified bidders.
- ii) Technical proposals will be opened by the **CHIEF EXECUTIVE OFFICER, SJDA** along with his authorized representative electronically from the website using their Digital Signature Certificates (DSC).
- iii) Intending bidders may remain present if they so desire.
- iv) Cover (folder) statutory documents (vide Cl. No. A.6.1.1) should be opened first & if found in order, cover (folder) for non statutory documents (vide Cl. No. A.6.1.2) will be opened. If there is any deficiency in the statutory documents the participation of the tenderer will summarily be rejected.
- v) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the Tender Evaluation Committee [The **Superintending Engineer (SE)**, SJDA; / concerned **Assistant Engineer (AE/Elect.)**, SJDA and the **Accounts Officer (AO)**, SJDA].
- vi) Up loading of summary list of technically qualified bidders will be made.
- vii) Pursuant to scrutiny & decision of the screening committee the summary list of eligible tenderer & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- viii) During evaluation, the Screening Committee may summon any of the bidders & seek clarification / information or seek additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### **A.6.3. Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The bidder shall quote their rate (percentage Above / Below / At Par) over the total estimated cost of the intended job online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus Scanned & digitally signed by the bidder.

#### **A.7. Penalty for suppression / distortion of facts**

Submission of false document by bidder is strictly prohibited & if found bid will be considered as non-responsive and out rightly rejected with forfeiture of Earnest Money and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

#### **A.8. Rejection of Bid**

The tender inviting authority reserves the right to accept or reject any Bid and / or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder / Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action from tender inviting authority.

#### **A.9. Opening of Financial Bid**

A.9.1. Financial proposals will be open by the **CHIEF EXECUTIVE OFFICER, SJDA** along with his authorized representative electronically from the website stated in Cl. No. 2 in this NIT using their Digital Signature Certificates (DSC).

A.9.2. After opening of Financial Bid, if situation demands, **CHIEF EXECUTIVE OFFICER, SJDA** may call off-line Open Bid among the Qualified Bidders to lower down the offered rate further.

#### **A.10. Award of Contract**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority. The notification of award will constitute the formation of the Contract



## **SECTION – B**

### **AFFIDAVIT**

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

1. I, \_\_\_\_\_ the under-signed do certify that all the statements made in the attached documents for the work “**S.I.T.C of 1 no. 6 Passenger Lift for Circuit Bench of State Consumer Disputes Redressal Commission at Bhagat Singh Market, Sevoke Road, Siliguri.**” of NIT No. **016 / Engg / Elect / 2016 – 17 of SJDA** are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our firm \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by the Siliguri Jalpaiguri Development Authority (SJDA) during the last 5 (five) years prior to the date of this NIT.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Authority to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Authority.

5. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.

\_\_\_\_\_  
**Signature of the declare ant identified by me**

\_\_\_\_\_  
**Signature of Advocate**

\_\_\_\_\_  
**Seal & Signature of Notary**

**SECTION – B**

**FORM - I**

1. Name of applicant	::	<hr/>
		<hr/>
2. Office Address	::	<hr/>
		<hr/>
		<hr/>
		<hr/>
3. Contact No.	::	<hr/>
4. Fax No.	::	<hr/>
4. e - mail Address	::	<hr/>

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Full Name**

\_\_\_\_\_  
**Date**

## **SECTION – C**

### **Special terms and conditions**

#### **C.1. General**

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications as mentioned either in—

- (i) ‘**Departmental Schedule**’, which means the Public Works Department Schedule of Rates in different district of West Bengal for the working area including up-to-date addenda and corrigenda, if any.
- (ii) Latest edition of the book published for the specification of various works.

#### **C.2. Co-operation with other agencies and damages and safety of road users**

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

#### **C.3. Transportation arrangement**

The contractor shall arrange for all means of transport required for carrying of materials required for the work. The Department may however, at their own discretion grant necessary certificates, if required, for booking of railways wagons etc. But, in case of failure of the department to help the contractor in this respect, the contractor will have arrange at his own initiative so that progress of work would not hamper and no claim whatever on this ground will be entertained under any circumstances. If railways facilities are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work without claiming any extra payment from department in this regard. The contractor must consider this aspect while quoting rate.

#### **C.4. Contractor’s Site Office**

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

#### **C.5. Incidental and other charges**

The cost of all materials, hire charges to Tools and plants, labour, Corporation / Municipal Fees for water supply, Royalty on road materials (if any), electricity and other charges of Municipalities or statutory local bodies, ferry charges, Toll charges, loading and unloading charges, handling chargers, overhead charges etc. will be deemed to have been covered by the rates quoted by the contractor inclusive of also Sales Tax (Central and / or State), Income Tax, Octroi Duty / Terminal Tax, Turnover Tax, VAT, Welfare Cess etc. And similar other statutory and levy/ cess will have to be borne by contractor or bidder and his/ her quoted rate should be quoted after considering all theses charges. All other charges for the execution of the specified work, including supply of materials and related carriage, complete or finished in all respect upto the entire satisfaction of the Engineer-in-charge of the work. No extra claim in this regard beyond the specified rate as per work schedule whatsoever in this respect will be entertained.

#### **C.6. Authorized Representative of Contractor**

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

- a) General day to day management of work.
- b) To give requisition for Departmental materials, Tools & Plants etc., if any, to receive the same and sign hand receipts thereof.
- c) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken of acceptance by the contractor.

The selection of the authorized representatives shall be subject to the prior approval of the concerned Engineer-in-Charge and the contractor shall in writing seek such approval of the Engineer-in-Charge giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified here-in-above, which the representative will be authorized for. Even after first approval, the Engineer-in-Charge may issue at any subsequent date, revised directions about such authorized representative and the contractor shall be bound to abide by such directions. The Engineer-in-Charge shall not be bound to assign any

reason for his revised directions. Any notice correspondence etc. issued to the authorized representative or left at his address, will be deemed to have been issued to the contractor.

### **C.7. Power of Attorney**

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

### **C.8. Extension of time**

For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, enhanced cost of materials and labour and hire charges of tools & plants etc. would be entertained under any circumstances. The contractor should consider the above factor while quoting this rate.

### **C.9. Contractor's Godown**

The contractor must provide suitable godowns for cement and other materials at the site of work. The godown is to be sufficient in capacity and it must be in good condition.. No separate payment will be made for these godowns or for the store yard.

### **C.10. Arrangement of Land**

The contractor will arrange land for installation of his Plants and Machineries, his godown, store yard, labour camp etc. at his own cost for the execution of the work. Departmental land, if available and if applied for, may be spared for the purpose on usual charges as fixed by the Competent Authority.

### **C.11. Use of Government Land**

Before using any space in Government land for any purpose whatsoever, approval of the Engineer-in-charge will be required. Departmental land, if available and if applied for, may be spared for the purpose on usual charges as fixed by the Competent Authority. The contractor shall make his own arrangements for storage of tools, plant, equipments; materials etc. of adequate capacity and shall clear and remove on completion of work and shed, huts etc. which he might have erected in Government and. If after such use, the contractor failed to clear the land, Department will arrange to remove those installation and adequate recovery will be made from the dues of the contractor.

### **C.12. Royalty**

As per prevailing government notification the Contractor will have to submit the receipt of payment of royalty to the Government for any material. if applicable to be produced to the Engineer-in-Charge failing which necessary deduction from the dues of the contractor may be made as fixed by the Engineer-in-Charge.

### **C.13. Work Order Book**

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

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

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

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

#### **C.14. Clearing of Materials**

Before starting any work, work site, where necessary, must be properly dressed after cutting clearing all varieties of jungles shrubs, bamboo clusters or any undesirable vegetation from the alignment or site of works on completion of works all temporary structure or obstruction including some pipes in underground work, if any, must also be removed. All scars of construction shall be obliterated and the whole site shall be left in a clear and neat manner to the satisfaction of the Engineer- In-Charge. Total length (in case of road project) shall be demarcated by proper chaining along with fixing post as per direction of Engineer-in-Charge on both side of the alignment and Bench Marking at desired locations as per direction of Engineer-in-Charge. No separate payment shall be made for all these works, the cost thereof being deemed to have been included in the rates of various items of works quoted by the contractor in the schedule of probable items of works.

#### **C.15. Sundry Materials**

All machineries and equipments like Level Machine, etc. and other sundry material like, pegs, strings, nails flakes instruments etc. and also skill labour required for setting out the levels for erection of poles shall also be kept by the contractor as per direction of Engineer-in-Charge at his own cost without any extra claim towards the department.

#### **C.16. Supplementary / Additional items of Works**

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

- (a) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the P.W.D. schedule of rates of probable items of work forming part of tender document Rates for the working area enforce at the time of preparation of the estimate.
- (b) In Case, extra items do not appear in the above P.W.D. Schedule of Rates, such items for the works shall be paid at the rates entered in the P.W.D. Schedule of Rates for the working area enforce at the time of preparation of the estimate.
- (c) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (Ten percent) will be allowed only; the contractual percentage will not be applicable.

Black-market rates or unbalanced market rates shall never be allowed.

Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a) & (b) stated above only.

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

#### **C.17. Covered up works**

When one item of work is to be covered up by another item of work the latter item shall not be done before the formal item has been measure up and has been inspected by the Engineer-in-Charge or the Assistant Engineer or the authorized representatives of the Engineer-in-Charge and order given by him for proceeding with the latter item of work. When however, this is not possible for practical reasons, the Sub-Assistant Engineer, if so authorized by the Assistant Engineer may do this inspection in respect of minor works and issue order regarding the latter item.

#### **C.18. Approval of Sample**

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

#### **C.19. Water and energy**

The contractor shall have to arrange on his own cost, required energy for operation of equipments and machineries, for operating of pumping set, illuminating work site, office etc. that may be necessary in difference stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work. Arrangement for obtaining water for the work should also be made by the contractor at his own cost. All cost for getting energy and / or for any purpose whatsoever will have to be borne by the contractor for which no claim will be entertained.

All materials, tools and plants and all labour (skilled and unskilled) including their housing, water supply, sanitation, light, procurement of food for contractors staff & crews, medical aids etc. are to be arranged for by the contractor at his own cost. The cost for transportation of labour, materials and all other incidental items as required for work shall also have to be borne by the Contractor without any extra claim from department.



**C.20. Road opened to traffic**

It should be clearly understood that the contractor will be responsible to keep the road open to all kinds of traffic during execution of the work. The work should be so arranged and the programmed of work must be as adjusted as would not disturb the smooth flow of road traffic in any way. If necessary diversion road should be provided and maintained by the contractor at his own cost for the entire period of work, if not separately provided in the tender. The Contractor should take all necessary precautions including guarding, lighting and barricading as necessary, to guard against the chances of injury or accident to the road user and traffic and ferry users during execution of the work for which nothing extra will be paid except otherwise mentioned in specific price schedule. The contractor will also indemnify the Department against consequences of any such injury or accident, if so happens, as per opinion of the Engineer-in-Charge, due to contractor's fault in compliance with any of such obligations.

Suitable road sign as and where necessary should be provided by the contractor at his own cost as per direction of the Engineer-in-charge and shall also be maintained till the completion of the work. Road barriers with red light at night are to be placed where the existing surface is disturbed with proper road signs. All these shall be done at the cost of the contractor without any extra claim towards department.

**C.21. Drawings**

All works shall be carried out in conformity with the drawings supplied by this Department. The Contractor shall have to carry out all the works according to the departmental General Arrangement Drawing and Detail Working Drawings to be supplied by the Department from time to time.

**C.22. Serviceable Materials**

The responsibility for stacking the serviceable materials (as per decision of the Engineer-in-Charge) obtained during dismantling of existing structures / roads and handing over the same to the Engineer-in-charge of work of this Department lies with the contractor and nothing will be paid on this account. In case of any loss or damage of serviceable materials prior to handing over the same to this Department, full value will be recover from the Contractor's bill at rates as will be assessed by the Engineer-in-charge.

**C.23. Unserviceable Materials**

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

**C.24. Contractor's risk for loss or damage**

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

**C.25. Idle labour & additional cost**

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

**C.26. Charges and fees payable by contractor**

- a) The contractor shall pay all fees required to be given or paid by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liabilities of every kinds for breach of such statute regulation or law.
- b) The Contractor shall save, harmless and indemnify the department from and against all claims, demands, suit and proceedings for or an account of infringement of any patent rights, design, trade mark of name of other protected write in respect of any constructional plant, machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

**C.27. Issue of Departmental Tools and Plants**

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

**C.28. Realization of Departmental claims**

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

**C.29. Compliance of different Acts**

The contractor shall comply with the provisions of the Apprentices Act, 1961, Minimum Wages Act, 1848. Contact Labour (Regulation and Abolition) Act 1970 and the rules and orders issued hereunder from time to time. If he fails to do so, Engineer-in-Charge or Superintending Engineer may at his discretions, take necessary measure over the contract.

The Contractor shall also make himself for any pecuniary liabilities arising out on account of any violation of the provision of the said Act(s). The Contractor must obtain necessary certificate and license from the concerned Registering Office under the Contract Labour (Regulation & Abolition) Act, 1970.

The contractor shall be bound to furnish the Engineer-In-Charge all the returns, particulars or date as are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the Engineer-in-Charge may at his discretion take necessary measures over the contract.

### **C.30. Safety, Security and Protection of the Environment**

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

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

### **C.31. Commencement of work**

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

### **C.32. Programme of work**

Before actual commencement of work the contractor shall submit a programme of ~~construction~~ of work with methodology clearly showing the required materials, men and equipment. The contractor will submit a programme of construction in the pattern of Bar Chart or ~~Critical Path Method~~ and a time table divided into four equal periods of progress of work to complete the work within the specific period for approval of the Engineer-In-Charge who reserves the right to make addition, alterations and substitutions to such programme in consultation with the contractor and such approved programme shall be adhered to by the contractor unless the same is subsequently found impracticable in part or full in the opinion of the Engineer-In-Charge and is modified by him. The contractor must pray in writing, showing sufficient reasons therein for modification of programme.

The conditions laid down in clause 2 of the printed tender form regarding the division of total period and progress to work and the time table there for as provided in the said clause shall be deemed to have been sufficiently complied with the actual progress of work and does not fall short of the progress laid down in the approved time table for one fourth, half and three fourth of time allowed for the work.

### **C.33. Setting out of the work**

The contractor shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of work, if any rectification or adjustment becomes necessary the contractor shall have to do the same at his own cost according to the direction of the Engineer-in-Charge. During progress of works, if any, error appears or arises in respect of position, level, dimensions or alignment of any part of the work contractor shall at his own cost rectify such defects to the satisfaction of the Engineer-in-Charge. Any setting out that may be done or checked by either of them shall not in any way relieve the contractor from their responsibility for correctness and rectification thereof.

### **C.34. Precautions during works**

The contractor shall carefully execute the work without disturbing or damaging underground or overhead service utilities viz. Electricity, Telephones, Gas, Water pipes, Sewers etc. In case disturbances of service utilities is found unavoidable the matter should immediately be brought to the notice of the Engineer-in-Charge and necessary precautionary measures as would be directed by the Engineer-in-Charge shall be carried out at the cost and expenses of the contractor. If the service utilities are damaged or disturbed in any way by the contractor during execution of the work, the cost of rectification or restoration of damages as would be fixed by the Engineer-in-Charge concerned will be recovered from the contractor.

### **C.35. Testing of qualities of materials & workmanship**

All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per I.E Rules (Latest Revision) and relevant IS codes and the Engineer-In-Charge reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument, machine, labour and materials as the

Engineer-in-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the Engineer-in-Charge without any extra cost. Besides this, he will carry out tests from outside Laboratory as per instruction of Engineer-in-Charge. The cost of all such tests shall be borne by the agency and that must be considered during quoting rate.

**C.36. Timely completion of work**

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

**C.37. Procurement of materials**

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

**C.38. Rejection of materials**

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

**C.39. Implied elements of work in items**

Except of such items as are included in the Specific Priced Schedule of probable items and approximate quantities no separate charges shall be paid for traffic control measures, shoring, shuttering, dewatering, curing etc. and the rates of respective items or works are to be deemed as inclusive of the same.

**C.40. Damaged cement**

Any cement lying at contractor's custody which is found at the time of use to have been damaged shall be rejected and must immediately be removed from the site by the contractor or disposed of as directed by Engineer-in-Charge at the costs and expenses of the contractor.

**C.41. Force Closure**

In case of force closure or abandonment of the works by the Department the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

**C.42. Tender Rate**

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

**C.43. Delay due to modification of drawing and design**

The contractor shall not be entitled for any compensation for any loss due to delays arising out of modification of the drawing, addition & alterations of specifications.

**C.44. Additional Conditions**

A few additional conditions under special terms and conditions:

1. Rate quoted shall be inclusive of clearing site including removal of surplus (both serviceable & unserviceable) earth, rubbish, materials etc. as per direction of the Engineer-in-Charge.
2. Rate quoted shall be inclusive of West Bengal Sales Tax, Income Tax Octroi and all other duties, if any.
3. **In order to make the local people aware, a permanent concrete board displaying the following facts should be erected / embedded:**
  - a) The Name of the Project Implementation Agency; b) Fund utilized for the scheme, c) Date of Commencement of Schemes, d) Date of completion of the scheme; and e) Physical achievement of the scheme. **The cost of the same may be borne out of the contingency part of the estimated amount of the scheme.**
4. The Contractor is to display caution board maintaining I.R.C. norms at his own cost as per direction of Engineer-in-Charge.
5. Deep excavation of trenches and left out for days shall be avoided.
6. Labour welfare CESS will be deducted as per rule.
7. The whole work will have to be executed as per drawings supplied by Authority
8. Income Tax/ S.T / VAT will be deducted from each bill of the contractor as per applicable rate and rules in force.

**C.45. Payment of Bills**

As mentioned in clause 5 of this NIT.

**C.46. Arbitration**

There shall be no provision of Arbitration. Hence Cl. 25 of 2911 (ii) is omitted vide notification no 558 / SPW dt. 13.12.2011 of Secretary, to the Govt. of West Bengal.

**C.47. Price Adjustment OR Price Escalation**

As mentioned in Cl. 12 of this NIT.

## **SECTION – D**

### **Technical Specification for Works**

#### **D.1. Name of Work**

**S.I.T.C of 1 no. 6 Passenger Lift for Circuit Bench of State Consumer Disputes Redressal Commission at Bhagat Singh Market, Sevoke Road, Siliguri.**

#### **D.2. Site Condition**

The contractor before tendering must visit the site and satisfy himself as to the extent of the proposed construction difficulties and problems, if any, to start, to continue and complete the work within the time as stipulated in this tender without dislocation of normal traffics during day as well as to night. No interruption in works due to any site condition shall be engaged as to complete the work in time. The execution of the work should however be planned and phased so that there are no undue hazards to the movement of normal traffic over the road. No additional payment will be entertained on this account. Difficulties and inconveniences in transporting materials over the bad roads, Kutcha roads, incomplete roads and over the weak and damaged culverts should be taken into consideration by the Contractor. The materials for the work may be required to carry over Kutcha roads. These approach roads should be maintained by the Contractor at his own cost.

Difficulties in collection of different materials in lot, over the road flank due to insufficient space if there be, should be noted by the bidder. No rate or time will be allowed on these accounts as stated. The bidder should quote his rate taking into consideration regarding security of the materials. Nothing would be entertained under any circumstances beyond the respective tendered provisions.

#### **D.3. Preliminaries**

During execution of the work contractor will remain responsible for providing reasonable facilities to traffic on the road and also lighting and guarding of the road during night for its safety while the work is in progress and no extra rate will be paid on this account before taking up the work.

Sign Boards / Direction Boards are to be erected at required points of specified size indicating in red letters on a white back ground as per direction of the Engineer-in-charge. Cost of which should be borne by the agency.

Road barriers shall be placed wherever the existing road surface disturbed with proper road signs. During night, these should be provided with the light, Night Guard e.g. 'Chowkidar' for watching the barrier etc. shall also be maintained by the Contractor to give due warning to road users specially at night.

#### **D.4. Specifications & Mode of execution**

Unless otherwise stipulated specifically all the items of work are to be done as per relevant sections, general conditions and general guideline of **Public Works Department (PWD) Schedule of Rates for Electrical Works** and Materials & Labour in force for different district of West Bengal including up-to date addenda and corrigenda.

For general conditions and general specifications of items of works including supply and carriage works, not appearing in the aforesaid two specification books, relevant '**Schedule of Rates for Electrical Works**' published from Superintending Engineer, Bridge Planning Circle, Public Works (Roads) Department for different district of West Bengal including up-to-date addenda and corrigenda, if any, issued from competent authority as applicable for the working area at the time of submission of tender will be considered.



**SECTION – E****SPECIFICATIONS**

**Name of Work: S.I.T.C of 1 no. 6 Passenger Lift for Circuit Bench of State Consumer Disputes Redressal Commission at Bhagat Singh Market, Sevoke Road, Siliguri.**

<b>Sl. No.</b>	<b>Description of Item</b>	<b>Details</b>
1	Type of Lift	Passenger Lift
2	Number of Lifts Required	One ( 6 Passenger)
3	Load (Kg)	408 Kgs.
4	Speed	1.00 Mps
5	Controller Type	Microprocessor Based
6	Drive	VVVF Regenerative (Closed Loop)
7	Rise (Travel)	12 Mtr.
8	No. of Floors Served	G + 4 (5 Stags)
9	Operation	Full Collective
10	Machine	PM Gearless Motor Sealed for life bearings and Maintenance free brake disc.
11	Electric Consumption Drive	Re Gen Drive Energy Consumed Drive
12	Ropes Type	Flat Coated Belt Steal Coated Belt
13	Security Device	Belt Inspection Drive Infrared Technology
14	Car Finish	SS Hairline Finish
15	Ventilation	Cross Flow Fan
16	Handrails	SS Hairline Finish
17	Flooring	Vinyl Tyles
18	Door Operator	DC Door Operator
19	Cop Type	Box Type - SS Finish
20	Hall Fixtures	HB with PI
21	Lift Shaft Dimensions	1700 mm x 1700 mm
22	Car Dimension	1000 mm x 1100 mm x 2200 mm
23	Door Opening (WxH)	700 mm x 2000 mm
24	Safety Features	(i) Anti – nuisance Car Call protection (ii) Overload Device (iii) Nudging (iv) Emergency Firemen’s Service (v) Emergency Car Light Unit (vi) Infrared Curtain Door Protection (vii) Door Time Protection Unit (viii) Emergency Alarm Button (ix) Extra Door Time of Lobby & Parking (x) Door Open / Close Button (xi) Manual Rescue Operation (xii) Belt Inspection Drive (xiii) Car Chime (xiv) Emergency Power Operation (xv) Down Collective Operation (xvi) Parking Key Switch (xvii) Audible Car Call Button (xviii) Automatic Rescue Device (xix) Voice Synthesizer (xx) Inter – Communication

# **SECTION I**

## **Commercial and Additional Conditions**

### **1.1 General**

#### **1.2 SPECIFICATION :**

The work shall be executed as per Govt. of West Bengal, Power Department West Bengal Lift Rules 1958 Indian Standards amended upto date and as per direction of Engineer-in-Charge. The additional specifications are to be read with above and in case of any variations, specifications given along with the tender shall apply.

#### **1.3 LOCATION :**

The work is to be executed at **Bhagat Singh Market, Sevoke Road, Siliguri.** The contractor is advised to visit the site before submission of their tender and ensure that equipment being offered by them shall be accommodated in the spaces available.

1.3.1 The Firm should in his own interest visit the site and familiarize himself with the site conditions before tendering.

1.3.2 The Department shall not issue any T & P and nothing extra shall be paid on account of this.

1.3.3 The work to be awarded by this Work Order shall be treated as indivisible works contract.

### **2 Terms of payment :**

The payment for the various items in the tender shall be graduated in the following manner based on the assessment of the Engineer-in-Charge.

2.1 75 per cent of tendered rates based on pro-rata basis per lift as a unit after delivery of materials at the site in good condition.

2.2 15 per cent after completion of installation on pro-rata basis per lift as a unit in all respects.

2.3 Balance 10 per cent shall be paid after testing, commissioning, trial run, necessary approval from lift inspector and handing over to the department for beneficial use.

2.4 No foreign exchange shall be made available by the Department for importing (purchase) of equipments, plants, machinery, materials of any kind or any other items required to be carried out during execution of the work. No delay and no claim of any Kind shall be entertained from the Contractor, on account of variation in the foreign exchange rate.

### **3.1 Rates:**

- 3.2** The rates quoted by the firm, shall be firm and inclusive of all taxes duties and levies and all charges for packing forwarding, insurance, freight and delivery, installation, testing, commissioning etc. at site i/c temporary constructional storage, risks, overhead charges, general liabilities/obligations and clearance from local authorities. Whereas the fee for the inspection shall be reimbursed by the department, however, initially the payment has to be made by the Contractor.

**4.0 Completeness of tender:**

All sundry equipment, fittings, unit assemblies, accessories, hardware items foundation bolts, termination lugs for electrical connections, and all other items which are useful and necessary for efficient assembly and installation of equipment and components of the work shall be deemed to have been included in the tender irrespective of the fact whether such items are specifically mentioned in the tender documents or not.

**5.0 Inspection and Testing**

- 5.1 Refer Clause Nos 15 and 16 of Technical Specifications for the tests to be carried out at Manufacturer's Works and those after completion of work.

**6.0 Storage and custody of materials:**

The Lift machine room may be used for storage of sundry materials and erection equipments if available or else the agency has to make his own arrangement. Watch and ward of the stores and their safe custody shall be the responsibility of the contractor till the final taking over of the installation by the department.

**7.0 Care of the Building :**

Care shall be taken by the contractor while handling and installing the various equipments and components of the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of the installation from the site of work.

**8.0 Completion period :**

- 8.1 The completion period is **Three months** which shall be for the entire work of planning, designing, approval of General arrangement drawings, supplying, installation, testing, commissioning and handing over of the entire installation to the satisfaction of the Engineer-in-charge.

**9.0 Performance Guarantee:**

- 9.1 The firm shall guarantee among other things, the following vis-à-vis specifications.
- (a) Quality, strength and performance of the materials used.
  - (b) Safe mechanical and electrical stress on all parts under all specified conditions of operation.
  - (c) ) Satisfactory operation during the maintenance period.

## **10.0 Defect Liability Period:**

- 10.1 All the equipments shall be guaranteed for a period of 12 months from the date of taking over the installation by the department against unsatisfactory performance and/or break down due to defective design, workmanship of material. The equipments or components, or any part thereof, so found defective during guarantee period shall be forthwith repaired or replaced free of cost, to the satisfaction of the Engineer-in-Charge. In case it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of the Engineer-in-Charge in this regard shall be final.

## **11.0 Power Supply:**

Power Supply for the purpose of Installation of Lifts shall be arranged by the contractor. However, Electric service connection of 415 V, 3 phase, 4 wire, 50 Hz, AC supply shall be provided by the Department free of charge only for testing and commissioning of the elevators.

## **12.0 Water Supply:**

Water supply shall be arranged by the department free of Cost for installation of Elevators.

- 13.0 The successful Firm should furnish well in advance three copies of detailed instructions and manuals of manufacturers for all items of equipments regarding installation, adjustments, operation and maintenance i/c preventive maintenance & trouble shooting together with all the relevant data sheets, spare parts catalogue and workshop procedure for repairs, assembly and adjustment etc. all in triplicate.

## **14.0 Extent of work:**

- 14.1 The work shall comprise of entire labour including supervision and all materials necessary to make a complete installation and such tests and adjustments and commissioning as may be required by the department. The term complete installation shall not only mean major items of the plant and equipments covered by Technical Specifications but all incidental sundry components necessary for complete execution and satisfactory performance of installation with all layout charts whether or not those have been mentioned in details in the tender documents in connection with this contract.
- 14.2 Minor building works necessary for installation of equipment, foundation, making of opening in walls or in floors and restoring to their original condition, finish and necessary grouting etc as required to be undertaken.

## **15.0 Compliance with Regulations and Indian standards**

- 15.1 All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to this work. In particular, the equipment and installation shall comply with the following:
- (i) Factories Act
  - (ii) Indian Electricity Rules
  - (iii) I.S. & BS Standards as applicable

- (iv) Workmen's compensation Act
- (v) Statutory norms prescribed by local bodies

15.2 Nothing in this work order shall be construed to relieve the successful firm of his responsibility for the design, manufacture and installation of the equipment with all accessories in accordance with currently applicable statutory regulations and safety codes.

15.3 Successful firm shall arrange for compliance with statutory provisions of safety regulations and departmental requirements of safety codes in respect of labour employed on the work by the firm. Failure to provide such safety requirement would make the firm liable for penalty of Rs.200/- for each default. In addition, the department will be at liberty to make arrangement for the safety requirements at the cost of firm and recover the cost thereof from him.

## **16 Indemnity:**

The successful firm shall at all times indemnify the department, consequent on this works contract. The successful firm shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the department shall not be responsible for any accident or damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipments and ancillary equipment under the supervision of the successful firm in so far as the latter is responsible. The successful firm shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful firm due to the above.

## **17 Erection Tools :**

No tools and tackles either for unloading for shifting the equipments for erection purposes would be made available by the department. The successful firm shall make his own arrangement for all these facilities.

## **18 Cooperation with other agencies :**

The successful firm shall cooperate with Client department.

Water proofing of pits shall not be damaged under any circumstances.

## **19 Mobilization Advance :**

No mobilization advance shall be paid for this work.

## **20 Verification of correctness of Equipment at Destination :**

The contractor shall have to produce all the relevant records to certify that the genuine equipment from the manufacturers has been supplied and erected.

## **21 Painting :**

This shall include cost of painting of entire exposed iron work complete in the installation. All equipments works shall be painted at the works before dispatch to



the site.

## **22 Order of Preference:**

Should there be any difference or discrepancy between the description of items as given in the Schedule of Quantities, technical specifications for individual items of work (including additional and commercial conditions) and IS Codes etc., the following order of preference shall be followed:

- a. Schedule of quantities
- b. Additional and Commercial Conditions
- c. Technical specifications specified in the tender
- d. Drawings
- e. Relevant IS or any other International code in case IS code is not available.

## **SECTION-2**

### **General and Technical Conditions**

#### **1.0 SCOPE OF WORK**

These specifications cover the details of Electrical Elevator equipment to be supplied, inspection as may be necessary before dispatch, delivery at site, installation, testing, commissioning, and handing over in working condition and defects liability for a period of 1 year after completion of all works.

#### **2.0 GENERAL**

The equipment and installation covered by these specifications and drawings shall conform to codes of practice and highest standards of workmanship and materials. This work shall be done in accordance with the provisions of the Lifts Act, and subsequent provisions, as also any state or local Act in force and latest Indian Standard 14665, 15330.

The Electrical wiring shall strictly comply with IS:732 and the entire installation shall be in accordance with the Indian Electricity Act 2003 and Indian Electricity Rules 1956 as amended to-date.

The Contractor shall follow all statutory requirements as well as best trade practices in the manufacture & installation of elevators. The Contractor shall arrange to obtain the approval of the Inspectorate of Lifts for commissioning of the Elevators and handover for operation after satisfactory tests.

#### **3.0 DRAWINGS**

Before commencing work, the Contractor shall prepare and submit all drawings necessary to show the general arrangement and details of elevator installation. These drawings must be approved by the Engineer-In-Charge before installation and shall become part of the contract.

The Contractor shall submit 3 copies of all working drawings showing hoist way and machine room layouts clearly indicating and specifying all connected structural, electrical and architectural works including imposed structural static / dynamic loads and electrical ratings. Within 10 days of receipt of letter of Commencement of Works the Contractor shall obtain from the Engineer-In-Charge all the information he needs to prepare his drawings and shall have any interaction with the Engineer-In-Charge to finalise all parameters and data for design. The Contractor shall be held responsible for any discrepancies, errors and omissions in the drawings or particulars submitted by him even if these have been approved by the Engineer-In-Charge. On approval of these drawings by the Engineer-In-Charge ( within 2 weeks of submission of full documentation), the Contractor shall submit five copies of approved working drawings incorporating corrections / comments, if any made by the Engineer-In-Charge, and shall immediately commence work.

On completion of work the Contractor shall supply four sets of CD's and four copies of the detailed wiring diagram, as fitted drawings and equipment maintenance manuals. Further, a copy of such detailed diagram shall be framed and installed in the respective ~~machine rooms~~ by the Contractor.

The Contractor shall carry out all the work strictly in accordance with drawings, details and instructions of the Engineer-in-Charge.

#### **4.1 Works to be arranged by the department**

The following items shall be provided by the Department to suit the requirements of the Contractor.

- i. Obstruction free Hoist ways, ~~machine rooms~~ and pits of available dimensions.
- ii. Floor, wall and ceiling finishes in hoist ways, pits and ~~machine rooms~~; including painting (except painting of equipment and materials supplied by Elevator Contractor) and waterproofing, as well as doors and windows in machine room.

- iii. Cables from Main L.T. Panel Board through the hoist ways terminating in and including individual Main Switches in ~~Machine rooms~~ including necessary earthing.
- iv. 3 phase power supply, free of cost, for erection, testing and commissioning of elevators.
- v. Lighting installation with in ~~machine rooms~~, hoist ways and pits as required by the Elevator Contractor including 1-phase main switch at mid-height in hoist way for car lighting.
- vi. ~~Ventilation of machine rooms.~~
- vii. Hoisting beams and hooks as specified by the Elevator Contractor.
- viii. Trap doors, floor gratings, steps / ladders, and openings in ~~machine rooms~~ and ladders for pits as specified by the Elevators Contractor.
- ix. Provision of suitable storage space as may be available.

#### **5.1 CONTRACTOR'S RESPONSIBILITIES: Ancillary Works**

- I. All cabling and wiring from the main switches in machine room to Elevator equipment and from battery supply to car lights, fans, alarm and intercom system i/c supplying of backup battery and switchgear.
- II. All machine bases, pedestals, and structural steel supports and brackets for the installation, to suit the sizes of the hoist ways.
- III. Sill tracks including supports if required.
- IV. Screen guards and other protection for installation.
- V. All chasing and cutting of pockets and making good. (All cutting and chasing shall be as approved by Engineer-in-Charge).
- VI. Ensuring safety against accidents including barricading all openings and caution signs.
- VII. Scaffolding for installation.
- VIII. All other items necessary for satisfactory execution & completion of works, whether specified or not.

#### **6.0 SOUND REDUCTION**

The Elevator Contractor shall provide necessary sound reduction materials, such as rubber pads of suitable density to effectively isolate the machine from the machine beams and/or flooring.

Noise level inside cars and in the machine room shall be maintained at minimum levels and in any case not more than specified under PERFORMANCE PARAMETERS.

#### **7.0 TRACTION MACHINE AND DRIVE**

The traction machine shall be Gearless type. The motor shall be controlled by a variable voltage variable frequency (V.V.V.F.) micro-processor control system which shall control and monitor every aspect of elevator operation at all stages of the car motion cycle on real time basis.

The A.C. V.V.V.F. drive system shall control A.C. voltage and frequency concurrently with the hoist motor to regulate the elevator's actual performance to match closely the ideal speed pattern to obtain maximum efficiency of operation and provide a very smooth ride.

Frequency shall range fully between zero and rated value.

The Controller shall be provided with a self-diagnostic programme to keep downtime to a minimum possible.

The controller shall intelligently adjust door times in response to car calls, hall calls and "Door Open" button operation.

An Inspector's changeover switch and set of test buttons shall be provided in the controller. Operation of the Inspector's changeover switch shall make both the car and landing buttons inoperative and permit the elevator to be operated in either direction from machine room for test purposes by pressing corresponding test buttons in the controller. It shall not however interfere with the emergency stop switches inside the car or on the top of the car.

## **8.1 SAFETY**

In the addition to other specifications the Elevator shall be provided with safety devices as follows:-

- I. Safety gear on car so that in the event of rope breaking or loosening the car will be brought to rest immediately by means of grips on the guides.
- II. The over speeding car shall be automatically brought to a gradual stop on guide rails and power supply to the hoist motor shall be switched off.
- III. Car gate lock so that in the event of car gate gets opened when passengers are in the car, the elevator shall be brought to rest.

## **9.1 CAR**

### **i. Cabin Size**

The internal **clear** dimensions of the cabin shall not be less than those specified in IS 14665-Part I and as per Tender specifications.

### **ii. Car Display Panel**

The Car Display panel shall be of LCD. This shall indicate the Car capacity, floor indication, direction of travel, current time and date at the minimum.

### **iii. Frame and Safety Device**

The car frame shall consist of steel channel top and bottom securely riveted or bolted and substantially reinforced and braced so as to relieve the car enclosure of all strains when the safety device comes into action due to over speed or when the capacity loaded car is run on the buffer springs at normal speed.

The safety device mounted on the bottom members of the frame operated by a centrifugal speed governor shall be arranged to bring the car to a gradual stop on the guide rails in the event of excessive descending speed; and provision shall be made to shut off the power supply to the motor.

### **iv. Doors**

Provision shall be made for vertical and horizontal fine adjustment of doors.

### **v. Door Operators**

The door operators shall be VVVF inverter controlled heavy duty A. C. motor, allowing variable opening and closing speeds, and with full synchronization of car and landing doors.

### **vi. Emergency Lighting**

Emergency lighting with battery backup shall be provided.

### **vii. Evacuation**

An emergency key shall be provided on each landing to unlock the doors for evacuation and maintenance.

The doors shall be capable of being opened manually during power failure from inside the car when the car is within a landing zone.

### **viii. Intercom**

The intercom system in the lifts shall be capable of two way communication between the lifts and the reception.

Necessary arrangements shall be provided for communication between the lift cars, respective machine room, Fire Control Room, Reception and the room of the Facility Manager.

The main control for the EPBX / Intercom shall be placed at Fire control room.

The intercom system shall be provided with a power backup of at least 30 minutes.

**ix. Manual Cranking Facility**

Manual cranking facility shall be provided in the machine room to facilitate evacuation of passengers in case of power failure. The manual mode shall be in addition to automatic car failure operation specified elsewhere.

**x. Emergency Stop Switch**

A stop switch in the machine room / top of car shall be provided for use by maintenance crew to cancel all car and landing calls for a particular elevator.

**xi. Maintenance Switch**

On operation of the maintenance switch located on top of the car by the maintenance crew, the car shall travel at slow speed not exceeding

0.85 m / sec by continuous operation of a button

**xii. Overload Indicator**

An overload indicator with buzzer shall be provided in the cabin to indicate to the passengers that the car will not start as it is overloaded.

**xiii. Operating Panels, Buttons & Switches**

Car operating panels, buttons and switches shall be located on the front wall panel next to the car door and as specified.

All buttons and switches shall be clearly legible with fade-proof text and figures, and shall be easily accessible, especially for disabled persons in Elevator.

**xiv. Other Features**

All features specified in the Schedule shall be provided.

## **10.0 PAINTING**

All exposed metal work furnished in these specification, except as otherwise specified shall be given one shop coat of anti-corrosive primer after approved surface treatment of metal surfaces and two coats of approved enamel paint of approved shade.

## **11.1 TESTS AT SITE**

The following tests, shall be carried out to the satisfaction of the Engineer-In- Charge.

- i. The car shall be loaded until the weight on the rope is twice the combined weight of the car and the specified load. The load must be carried on for about 30 minutes, without any sign of weakness, temporary set or permanent elongation of the suspension rope strands.
- ii. The following items shall be tested :
  - a. No load current and voltage readings both on 'Up' and 'Down' Circuits.
  - b. Full load current and voltage readings both on 'Up' and 'Down' Circuits.
  - c. One and quarter load current and voltage readings both on 'Up and 'Down' Circuits.
  - d. Stalling current and voltage and time taken to operate overload.
  - e. Overload protection.
  - f. Car and counterweight buffers with contract load and contract speed.
  - g. Manual operation of elevator at mid-way travel.
  - h. Emergency operation.



- iii. Tests on completion shall also be performed to the satisfaction of Inspector of Lifts.

## **12.0 STATUTORY APPROVALS**

All statutory approvals from commencement to commissioning of elevators shall be obtained by the Contractor from the Inspector of Lifts, Chief Fire Officer and other authorities. However the Department shall provide all necessary assistance for providing documents, drawings and certificates pertaining to other contractors, as may be required. The Department shall reimburse the statutory fees paid in connection with the approval of installation of elevators.

## **13.1 ADDITIONAL FEATURES REQUIRED**

### **i. Fireman's Switch**

A fireman's toggle switch shall be provided in a break glass for the specified elevator at ground floor to enable firemen to bring the elevator non-stop to ground floor from any location and to cancel hall calls until the car is operated on attendant control.

### **ii. Emergency Power Operation**

The power supplies to lifts are provided from essential panel (with standby Gen-set).

In addition to the standby generator power, a backup UPS system shall be provided to supply power to light fixtures, fan, alarm and intercom.

### **iii. Anti - Nuisance**

If number of calls registered is in excess of corresponding car load, all car calls shall be cancelled.

### **iv. Home Landing Facility**

A car shall return to a pre-determined landing after the last call is answered.

### **v. Load Non stop**

When the car load exceeds a predetermined limit the elevator shall not respond to hall calls.

### **vi. Separate door times**

When a car responds only to hall calls or only to car calls, the door shall open for a shorter time than when responding to both car and hall calls.

### **vii. Door Failure Operation**

When an obstruction prevents a door from opening, the controller shall attempt its removal by repeated opening and closing, failing which the car shall travel to the next floor.

### **viii. Nudging Door Operation**

When the doors remain open for more than a predetermined period a buzzer shall sound and the door shall close automatically. The door sensing device shall be rendered inoperative but the Door Open button and the safety shoe shall remain operative

### **ix. Self - Diagnostic Facility**

The Controller shall perform self - diagnostic tests and report the health of the system. The system shall take care of minor faults like door operation and motor overheating.

### **x. Car Failure Operation**

In case of car mal-function, the system shall make a self - diagnostic check and then allow the car to travel to the nearest floor at slow speed, if safe.

### **xi. Selective floor Service**

Programming for selective floors services shall be software driven.

### **xii. Auto Fan Off**

In case no calls are registered for pre-set time, the cabin fan shall be automatically switched off.

### **xiii. Automatic Rescue Device**

In case of mains power failure and elevator control system failure, the elevator's own rechargeable and maintenance free battery power shall move the car to the nearest floor and the door shall open automatically for automatic rescue of passengers. A battery run-down indicator shall be provided.

Automatic Rescue Device shall be provided for all the Elevators.

**xiv. Bank Separation Operation**

Hall buttons & cars called by each button can be divided into several groups for independent group control operation to serve special needs or different floors.

**xv. Next landing**

If the elevator door do not open fully at a destination floor, the doors close & the car automatically moves to the next or nearest landing floor where the doors will open.

**xvi. Safe Landing**

If a car has stopped between the floors due to some equipment malfunction, the controller checks the use and if it is considered safe to move the car, the car will move to the nearest floor at a low speed and the doors will open.

**xvii. Fireman Emergency Operation**

Fireman Emergency Operation shall be provided for Elevators.

**xviii. False Call Cancellation**

If the number of registered car calls does not correspond to car load, all calls are cancelled to avoid unnecessary stops. If the wrong call button is pressed, it can be cancelled by quickly pressing the same button again twice.

**xix. Flashing Hall Lantern**

A hall lantern which corresponds to a car's service direction, flashes to indicate that the car will soon arrive.

**14.1 Additional features of Elevators for Disabled Persons**

Elevator shall be suitable for the physically challenged persons. The following additional facilities shall be provided:

- i. Full length handrails shall be provided on the rear and side wall panels.
- ii. The door closing time shall be set for min. 5 seconds and the door closing speed shall not exceed 0.25 m/sec.
- iii. The "door open" and "door closed" announcements shall be audibly made in the car.
- iv. Braille lettering on all the buttons.
- v. The Operating Panels and Buttons shall be installed at suitable height such that they are accessible to persons using wheel chair.

## **15.0 PERFORMANCE PARAMETERS**

The following parameters shall be achieved in the installation: Levelling

Accuracy : + 3 mm

All other parameters as per Govt. of West Bengal, Power Department West Bengal Lift Rules 1958 and IS shall be achieved.

## **16.1 SUBMITTALS WITH TENDERS**

The following items are required to be submitted in duplicate along with the tender.

- i. Catalogues with offered items highlighted.
- ii. List of imported components
- III. Compliance Statement for guaranteed performance parameters given in Specification 15.0 above.

**INSTRUCTION TO TENDERERS**

**SECTION – A**

**1. General guidance for e-Bidding**

Instructions/ Guidelines for bidders for electronic submission of the bid online have been annexed for assisting the agencies to participate in e-Tendering

**2. Registration of Bidder**

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

**3. Digital Signature certificate (DSC)**

Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to tenderer DSC is given as a USB e-Token. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender/ bidder for and on behalf of such company or firm invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such bidder. The power of attorney shall have to be registered in accordance with the provisions of the registration act, 1908.

4. The agency can search & download NIB & Bid Documents electronically from computer once he / she logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**5. Submission of E -Bid**

E- Bid is to be submitted through online to the website stated in Cl. 2 in two folders at a time, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The virus scanned copies of Digitally Signed documents are to be uploaded. The documents will be submitted as follows.

**A. Technical proposal**

The Technical proposal should contain scanned copies of the following two folders (Covers for Offline)

**A-1. Statutory folder Containing**

- I. Application in letter headed pad.
- II. Scanned copy of Original Credential Certificates (Work Order, Completion Certificate or Payment Certificate).
- III. Receipt of Earnest Money Deposit or Cost of tender paper deposit (NEFT/RTGS) from any CBS enabled bank as prescribed in the NIT against the work in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority,
- IV. NIT (Download & upload the same after Digitally Signed). Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate except in BOQ the bid liable to be summarily rejected.
- V. Special Terms & condition (Section-C) and Additional Conditions and Specification for Electrical Works (Section-F) & Instruction to Tenderer (Section-F) ((Download & upload the same after Digitally Signed)

## A-2. Non statutory Cover Containing

Sl. No.	Category Name	Details
A.	CERTIFICATES /Other documents for all	a) Professional Tax (PT) deposit receipt challan for the year 2013-14 or 2014-15 or 2015-16. b) PAN Card, c) Income Tax/ST/VAT Acknowledgement receipt for Assessment year 2013-14 or 2014-15 or 2015-16. d) Affidavit, Form – I & Form – 2 (Modified). e) Trade License as stated in Sl. No. 3(iii) of this NIT. f) Audited balance Sheet made by CA firm for the year 2013-14 or 2014-15 or 2015-16. g) Authenticated documents in support of Technical Personnel.
B.	COMPANY /Farm matters	a) Registration Certificate under Company Act. (if any). b) Registered Deed of partnership Firm/ Article of Association & Memorandum c) Power of Attorney (For Partnership Firm/ Private Limited Company, if any) d) Registration certificate issued by the co-operative department, e) Resolution copy of Annual General Meeting for the year 2014-15 are to be submitted by the Registered labour Co-Op(S)/ Engineers' Co.- Opt.(S) f) Tax Audited Report along with balance sheet and profit & loss account if any. g) Valid Bye Laws are to be submitted by the Registered labour Co-Op(S)/ Engineers' Co.- Opt.(S)

**Note-** Failure of submission of any of the above mentioned documents (As stated in A-1 and A-2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

### B. Bid evaluation

- i. **Opening of Technical proposal:-** Technical proposals will be opened by the Chief Executive Officer, or his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- ii. Folder (Cover for offline) of statutory documents should be opened first & if found in order, Folder for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iii. Cover (folder) statutory documents should be opened first & if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv. While evaluation the Chief Executive Officer may summon the bidder & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection

### C. Financial Proposal

- i. For the financial proposal, the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

### 6. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Credential Certificate) or any other documents on demand of the Chief Executive Officer within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders/Bid on e-Tender platform for a 3 (three) years.

In addition, his user ID will be deactivated and Earnest money deposit will stand forfeited besides, the SJDA may take appropriate legal action against such defaulting bidder as per law.

### 7. Rejection of tender

The tender inviting authority reserves the right to accept or reject any rate and to cancel the tender processes and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected tenderer or any obligation to inform the affected tenderer of the ground for Employer's action.

N.B.: The Tenderer whose rate will be accepted, will be notified by the SJDA. The Letter of Acceptance will constitute the formation of the Contract. All the Tender documents including NIT & B.O.Q. will be the part of the Contract Document.

**Chief Executive Officer**  
Siliguri Jalpaiguri Development Authority

**Memo No.: 528 /1(16)/ ENGG / 2016 – 17 of SJDA**

**Dated: 07-06-2016**

**Copy to:** With request to display in their Notice Board.

1. Addl. Executive officer, Siliguri Mahakuma Parishad.
2. Commissioner, Siliguri Municipal Corporation.
3. District Magistrate, Darjeeling.
4. District Magistrate, Jalpaiguri.
5. Chairman, Jalpaiguri Municipality, Jalpaiguri.
6. Secretary, Jalpaiguri Jilla Parishad, Jalpaiguri.
7. Superintendent of Police, Darjeeling.
8. Superintendent of Police, Jalpaiguri.
9. Superintending Engineer, Northern Circle, PWD (Electrical), Siliguri.
10. Executive Engineer (Electrical), PWD, Jalpaiguri.
11. Executive Engineer (Electrical), North Bengal Development Department, H. C. Road, Siliguri.
12. Executive Engineer, Darjeeling Electrical Division, PWD, Siliguri.
13. A. P., Siliguri Jalpaiguri Development Authority, Siliguri for uploading in SJDA website.
14. Assistant Engineer (Electrical), Siliguri Jalpaiguri Development Authority, Siliguri.
15. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
16. Notice Board, Siliguri Jalpaiguri Development Authority, DCRPD Building, Near Sadar Hospital, Jalpaiguri.

**Chief Executive Officer**  
Siliguri Jalpaiguri Development Authority