

NleT no 46 of Chairman/OMM/2023-24 (1<sup>st</sup> Call)**NOTICE INVITING E-TENDER**

The Chairman, Old Malda Municipality, on and for behalf of the Board of Councillors, invites sealed competitive e-Tender in Municipal Tender Form on **Rate Quoted basis** from reputed, resourceful, Bonafide and experienced contractor / Company / firm / Public Sector Undertaking / Government Company having experience of execution of house service connection works or who have completed laying of rising main/conveying main / distribution line of any water supply project in any Govt. Departments/Local Bodies / PSU (Submission of both technical and price Bid through online).

**Table - 1**

Sl. No.	Name of the Work	Estimated Amount (Rs.)	Earnest Money & Tender fee (Rs.)	Period of Completion
A	House Service Water Connection to <b>1376 nos.</b> of Premises at <b>Ward No. 1, 2, 3, 4, 5 &amp; 6</b> upto private property line with 20mm OD HDPE (PE100, PN16) with necessary connection accessories including Water Meter and restoration of damages of road/pavement etc. for Water Supply Scheme at <b>Zone-I</b> under AMRUT 2.0 within Old Malda Municipality.	<b>Item Rate Tender</b>	Initial Earnest Money – Rs. 1,50,000 (One lakh Fifty Thousand only) Balance Earnest Money as detailed in Sl. No. 6	<b>365 days</b>
B	House Service Water Connection to <b>2199 nos.</b> of Premises at <b>Ward No 7, 8, 9, 10, 11, 19 &amp; 20</b> upto private property line with 20mm OD HDPE (PE100, PN16) with necessary connection accessories including Water Meter and restoration of damages of road/pavement etc. for Water Supply Scheme at <b>Zone-II</b> under AMRUT 2.0 within Old Malda Municipality.	<b>Item Rate Tender</b>	Initial Earnest Money – Rs. 2,00,000 (Two lakh only) Balance Earnest Money as detailed in Sl. No. 6	<b>365 days</b>
C	House Service Water Connection to <b>2164 nos.</b> of Premises at <b>Ward No 12, 13, 14, 15, 16, 17 &amp; 18</b> upto private property line with 20mm OD HDPE (PE100, PN16) with necessary connection accessories including Water Meter and restoration of damages of road/pavement etc. for Water Supply Scheme at <b>Zone-III</b> under AMRUT 2.0 within Old Malda Municipality.	<b>Item Rate Tender</b>	Initial Earnest Money – Rs. 2,00,000 (Two lakh only) Balance Earnest Money as detailed in Sl. No. 6	<b>365 days</b>

**N.B. Number of House Connection may vary zone wise as per site condition**

2.	Scope of Work	<p><b>For New HSC with Metering arrangement for supply of water:</b> Work includes supplying, fitting, fixing Multi Jet Class- B domestic/commercial water metering system (size 15 mm) strictly conform to IS 779-1994 (with all amendments) or MID with AMR compatibility as per departmental specification to be installed in PE cover box including supplying, fitting, fixing 10mm Brass ferrule, 20mm OD HDPE (PE100, PN16) &amp; necessary fittings, Bib-cock and stop-cock including 15 mm dia GI pipes (TATA medium) of 2m length within the consumer's premises. Work also includes excavation/dismantling of existing road crust upto the bottom of the distribution pipe and re-filling &amp; repairing the pit/road by Plain cement concrete, repairing of damages of drain, existing water supply line etc caused for providing house service connection. Quantity for Dismantling and Restoration has been considered avg.0.3cum for each connection respectively.</p> <p><b>For metering arrangement of Existing HSC for supply of water:</b> Work includes supplying, fitting, fixing of Multi Jet Class- B domestic/commercial water metering system (size 15 mm) strictly conform</p>
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		<p>to IS 779-1994 (with all amendments) or MID with AMR compatibility as per departmental specification to be installed in PE cover box including supplying, fitting, fixing all accessories, valves(Ball valve &amp; NRV ) etc. required for fixing the meter at the existing house service connection(GI Pipe/PE pipe)</p> <p><b>Entire work will be covered under 5 years Defect Liability Period (time will be reckoned from the date of completion certificate issued by the competent Authority). Scope of work will also include One (01) year periodical meter reading data of each and every consumer to be supplied by the contractor to the Municipality in a soft as well as hard copy along with arrangement of the training of ULB personnel.</b></p>
3.	Location of Work:	<b>Within Old Malda Municipality</b>
4.	Eligibility to participate in the Bid	<p>A. (i) Minimum quantity as 40% of the given quantity in a single tender of similar nature of completed work during last 5(five) years – OR-</p> <p>(ii) 2(two) nos. of similar nature of completed work, each of the minimum qty. as 30% of given quantity in tenders during last 5(five) years – OR-</p> <p>(iii) Credentials of one single running similar nature of work which has been completed to the extent of 80% or more and value of which is not less than the desired value i.e.(A(i)) The credential certificate shall be duly certified by the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. OR-</p> <p>(iv) Have completed laying of rising main/ conveying main/ distribution line for any water supply project of minimum quantity to 5504m for Zone-I, 8796m for Zone-II, 8656m for Zone-III, in the last 5(five) years prior to the date of issue of the tender notice</p> <p>B. Having <b>average audited annual turnover</b> (in complete 3CB/3CD format) of at least Rs. 45 lakh for Zone-I, Rs. 75 lakh for Zone-II, Rs. 74 lakh for Zone-III or above in <b>preceding three</b> Financial years from the publication of this NIT.</p> <p>C. Valid Bank solvency of minimum Rs. 45 lakh for Zone-I, Rs. 75 lakh for Zone-II, Rs. 74 lakh for Zone-III (from any Indian scheduled / nationalized bank) <b>issued within last 12 (twelve) months from the publication of this NIT.</b></p> <p>D. GST, P. Tax Clearance Certificates and receipts (current), PAN Card, I.T. Return etc.</p> <p>N.B. –</p> <ol style="list-style-type: none"> <li>1. No joint venture, consortium etc will be accepted.</li> <li>2. Work completed as sub-contractor will also not be accepted as credential.</li> <li><b>3. Bidder intending to participate in more than one work shall have to furnish credential for summation of Quantity considered for the tender for those works of cumulative quantity. The Available Turn over and Bank Solvency should also be cumulative for multiple works.</b></li> </ol>

5.	Documents to be produced in support of Credential – Bid Part-I Prequalification Documents		A successful performance and completion certificate have to be furnished and may be supplemented with work order along with payment certificate issued by the competent authority in support of credibility in terms with eligibility criteria depicted in this Notice (Ref: Sl. No. 4: Eligibility to participate in the Bid). Besides this, following documents shall have to be furnished:
		a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm
		b.	Valid GST, P. Tax Clearance Certificates and receipts (current), PAN Card (including preceding three years IT return), Trade license etc.
		c.	Valid Bank solvency Certificate
		d.	Valid documents in support of Audited Annual Turnover <b>in full 3CB/3CD format.</b>
		e.	Experience and address, fax & telephone nos., mobile no., & e-mail, ID nos. of the firm.
			<b>All documents in original to be produced in due course of time as &amp; when asked by the Bid Inviting Authority.</b>
6.	Earnest Money	2% of the Quoted Bid price in two parts, viz	
		a.	Initial Earnest Money Deposit (as mentioned in Table 1) shall accompany with Bid Proposal, in favour of the “The Chairman, Old Malda Municipality,” [Shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. Of West Bengal).]
	b.	Earnest Money Deposit i.e. 2% of bid amount beyond <b>Initial Earnest Money</b> (if any) shall have to be deposited after acceptance of Bid Proposal. [(Shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. Of West Bengal).] Additional Performance security deposit @10% of the accepted amount is to be deposited in due course as per GoWB norms if the accepted amount is found to be @80% or less than the departmental justified amount as per GO No.4608 F(Y) Dt.18.07.2018	
7.	Cost price of Bid documents	<b>NIL</b> (Only successful bidder may be asked to purchase tender documents from the ULB at the time of agreement)	

8.	Date and Time Schedule :-	<table border="1"> <thead> <tr> <th data-bbox="517 109 598 181">Sl. No.</th> <th data-bbox="598 109 1109 181">Particulars</th> <th data-bbox="1109 109 1490 181">Date and Time</th> </tr> </thead> <tbody> <tr> <td data-bbox="517 181 598 253">a)</td> <td data-bbox="598 181 1109 253">Date of uploading of NIE T. And Bid Documents online) (Publishing Date)</td> <td data-bbox="1109 181 1490 253">29/09/2023 At 12 noon</td> </tr> <tr> <td data-bbox="517 253 598 324">b)</td> <td data-bbox="598 253 1109 324">Documents download/sell start date (Online)</td> <td data-bbox="1109 253 1490 324">29/09/2023 At 13.00 hours</td> </tr> <tr> <td data-bbox="517 324 598 396">d)</td> <td data-bbox="598 324 1109 396">Bid submission start date (On line)</td> <td data-bbox="1109 324 1490 396">29/09/2023 At 14.00 hours</td> </tr> <tr> <td data-bbox="517 396 598 468">e)</td> <td data-bbox="598 396 1109 468">Bid Submission closing (On line)</td> <td data-bbox="1109 396 1490 468">31/10/2023 At 17.00 hours</td> </tr> <tr> <td data-bbox="517 468 598 539">f)</td> <td data-bbox="598 468 1109 539">Bid opening date – Technical Proposals (Online)</td> <td data-bbox="1109 468 1490 539">03/11/2023 At 11.00 hours</td> </tr> <tr> <td data-bbox="517 539 598 611">g)</td> <td data-bbox="598 539 1109 611">Date of uploading list – Technically Qualified Bidders (online)</td> <td data-bbox="1109 539 1490 611">To be notified later</td> </tr> <tr> <td data-bbox="517 611 598 772">h)</td> <td data-bbox="598 611 1109 772">Date and Place – opening of Financial Proposal (Online)</td> <td data-bbox="1109 611 1490 772">To be notified during uploading of Technical Evaluation Sheet of Bidders</td> </tr> <tr> <td data-bbox="517 772 598 884">i)</td> <td data-bbox="598 772 1109 884">Date of uploading of list of qualified bidders along with the offer rates through (on line),</td> <td data-bbox="1109 772 1490 884">To be notified later.</td> </tr> <tr> <td data-bbox="517 884 598 996">j)</td> <td data-bbox="598 884 1109 996">Date of rate negotiation through offline with L1 bidder only (if necessary).</td> <td data-bbox="1109 884 1490 996">To be notified later.</td> </tr> </tbody> </table>	Sl. No.	Particulars	Date and Time	a)	Date of uploading of NIE T. And Bid Documents online) (Publishing Date)	29/09/2023 At 12 noon	b)	Documents download/sell start date (Online)	29/09/2023 At 13.00 hours	d)	Bid submission start date (On line)	29/09/2023 At 14.00 hours	e)	Bid Submission closing (On line)	31/10/2023 At 17.00 hours	f)	Bid opening date – Technical Proposals (Online)	03/11/2023 At 11.00 hours	g)	Date of uploading list – Technically Qualified Bidders (online)	To be notified later	h)	Date and Place – opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders	i)	Date of uploading of list of qualified bidders along with the offer rates through (on line),	To be notified later.	j)	Date of rate negotiation through offline with L1 bidder only (if necessary).	To be notified later.
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9.	Time of completion	Time of completion of the Contract is 365 (three Hundred and sixty five) calendar days from the date of issuance of Work Order.																														
10.	Site inspection & general information	<p>Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices. They are also acquainted with relevant IS specifications with latest amendments, CPHEEO manuals, Clauses &amp; Sub Clauses of the Bid documents, prevailing Govt. circulars &amp; orders and to have fully acquainted with all details of work front, communications, underground utility services, seasonal weather and its variation, labours, water supply, existing &amp; proposed site levels, position and diversion of transportation and barricading , if required, electricity and any other general information including topological condition &amp; existing level and level pertaining to and needed – the work to be completed in time properly.</p> <p>The road crossings and cutting of permanent road shall be carefully inspected.</p>																														
11.	Bid documents	<p>A full set of Bid documents consists of 2 Parts. These are</p> <p><b>PART I:</b> - Containing all documents in relation to the name of the firm applied – and credential possessed along with all documents as depicted in Sl. No. 4 along with this NIE T and its all corrigenda's.</p> <p style="text-align: center;"><b>And</b></p> <p><u>Section A:</u> General specifications of materials to be used for house Connections.</p>																														

		<p><b>PART II:</b> -Containing the Following Document.</p> <p>Bid Price / Price Schedule. (.xls format)</p>
12.	Validity of Bid	A Bid submitted shall remain valid for a period of <b>180 calendar days</b> from the date set for opening of Bids. Any extension of this validity period if required will be subject to concurrence of the Lowest Bidder.
13.	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
4.	Acceptance of Bid	The “Chairman, Old Malda Municipality” will accept the Bid on recommendation of appropriate authority of MED or SLTC, AMRUT 2.0 or UDMA Department. He does not bind himself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.
15.	Intimation	The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the “Contractor” and he shall forthwith take steps to execute formal Contract Agreement in appropriate “W.B. form-2911” with the “The Chairman, Old Malda Municipality,” and fulfil all his obligations as required by the Contract.
16.	Escalation of Cost	There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract, and other obligation, if any.
17.	Name & address of TIA of the Work	Chairman, Old Malda Municipality Old Malda, Malda-732128 Email:- <a href="mailto:oldmaldamunicipality@gmail.com">oldmaldamunicipality@gmail.com</a>
18.	Execution of Work	The Contractor is liable to execute the whole work as per direction and instruction of the Sub-Assistant-Engineer, Old Malda Municipality, Malda .
19.	Payment	Payment will be made to the successful Bidder by the “Chairman, Old Malda Municipality” periodically only on receipt of written recommendation from the Executive Engineer, Malda Division of Municipal Engineering Directorate. Any type of payment would be made on the basis of completed work(s) only. Date of completion to be treated when the works completed as mentioned in the BOQ (except periodical meter reading for one year) and after that the scope of work of meter reading to be commenced.

		<b>Terms of Payment: Item wise break up</b>	
		<b>HOUSE SERVICE CONNECTION WITH METERING ARRANGEMENT</b>	
	<b>1</b>	Providing House Service connection from the existing CI/DI/UPVC/HDPE/GI/AC distribution pipeline by supply, fitting & fixing of 10 mm NB Brass Ferrule conforming to IS 2692:1989 with latest amendments on the said pipeline with supply, fitting & fixing of all other accessories like saddle piece of .....	(As per BOQ items)
		<i>Break up:</i>	% of payment
	<b>A</b>	On Completion of the House service connection with metering arrangement along with restoration works all complete in working condition as per BOQ (except periodical meter reading for one year)	98%
	<b>B</b>	Meter reading with submission of reports to ULB for one (1) year	2%
		<b>Total</b>	100%
<i>Note: Meter reading to be done after four (4) month intervals and payment may be made each four (4) months interval on pro-rata basis. No Security deposit to be deducted from part B.</i>			
20.	Influence	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.	

**Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.**

21.	In case office faces sudden closure owing to reason beyond the scope and control of "The Chairman, Old Malda Municipality", any of last date/dates as schedule in Sl. No 8 may be extended up-to/to next and following working day without issuing further and separate notice should "The Chairman, Old Malda Municipality ", feels it to be necessary and exigent.
22.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.
23.	Sufficient care has been taken to avoid variance in between the contents of the listed Documents in the Bid document. However, if there is any variance between the contents of different documents, the provision of documents appearing earlier in the list shall prevail over the same provided in the contents coming later.
24.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
25.	Bid Acceptance Authority is " The Chairman, Old Malda Municipality ".
26.	In case of any dispute arising from any clauses of similar nature between bid documents and <b>W. B. Form 2911</b> , the decision of the Chairman, Old Malda Municipality will be final and binding.
27.	All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills from time to time.
28.	No conditional Bid shall be entertained.
29.	In the event of e-Filing intending bidder may download the Bid document from the website <a href="http://wb.tender.gov.in">http://wb.tender.gov.in</a> directly by the help of Digital Signature Certificate & necessary cost of Bid document (if any) may be remitted through demand draft/ pay order issued from any nationalized bank in favour of " The Chairman, Old Malda Municipality ", payable at Malda & same may be documented along with earnest money Deposit through e-Filing, (scanned copy to be submitted) (Details of which has been narrated in "Instruction to Bidders"). Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website. Bid document may be downloaded from website & submission of Technical Bid/Financial Bid as per Bid Schedule.

30.	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 Bid, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
31.	Prospective applicants are advised to note carefully the min. qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
32.	During scrutiny, if it is come to the notice to Bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Bid and that application will be out rightly rejected without any prejudice.
33.	Before issuance of the work order, the Bid inviting authority may verify the Credential & other documents with the original 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, L.O.A. / work order will not be issued in favour of the bidder under any circumstances.
34.	If any discrepancy arises between two similar clauses on different notifications, the decision of the TIA on recommendation of the Superintending Engineer, Central Circle, M. E. Directorate is final & binding.
35.	Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act.1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
36.	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 Bid 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 Bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
37.	Any legal matter will be settled within the jurisdiction of Hon'ble District Judges Court at Malda, Dist.-Malda, West Bengal.
38.	Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Bid documents be-e the Bid Inviting Authority in writing 48 hours prior to Pre-Bid Meeting, beyond such period no representation in that behalf will be entertained by the Bid Inviting Authority.
39.	The successful Bidder will remain liable for following with West Bengal Contract Labour (Regulation & Abolition) Act 1970 and necessary certificates from appropriate authority to be submitted within 07 (seven) days from the date of issue of work order, otherwise the work order will be cancelled.
40.	Payment will be as per the BOQ of work. <b>Security Deposit @ 8% (eight percent)/ as per prevailing Govt. Order, will be deducted from each and every running bill in addition to Earnest Money deposit of 2%.</b> The entire deducted amount will be refunded without any interest only after successful completion of the whole work in all respect as after full satisfaction of E.I.C. 30% of the Security Deposit money shall be refunded on expiry of 4 (four) years and balance 70% shall be refunded after expiry of 5 (five) years from the date of completion of the work as par Notification No. 5784-PW/L&A/2M-175/2017 dt. 12.09.2017 of Principal Secretary, PWD and relevant clause of Form no. 2911. The running bill shall be paid on the basis of fully completed connections. No payment shall be made for supply of Water Meters or for incomplete connection.
41.	In case if there be any objection regarding Prequalification of the Agency, that should be lodged to the Tender Inviting Authority within 2 days from the date of publication of list of qualified agencies and be yond that time schedule no objection will be entertained.
42.	If any agency allotted two or more work, he has to mobilize man / machinery at each place and all works will be taken simultaneously and completed at per respective time period of tender stipulation.
43.	The tender inviting authority reserves the right to deny or accept or reject any or all the applications and to annul the tendering process, at any point of time without any obligation & assigning any reasons what- so-ever.

44.	A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If it found to have applied severally in a single job, all his application will be rejected for that job.
45.	Rates are inclusive of supply laying fitting fixing of 20 mm OD HDPE pipes. 2 m. GI Pipe (TATA medium), Water Meter and other fittings valves etc. GI pipes as considered should be used for each connection but length of HDPE pipe may vary as per actual requirements.
46.	TIA may call for any document at any stage of tendering process through online shortfall notice. The document(s) in possession of bidder on the date of submission of original tender only can be placed to the TIA through online mode only. Any type of generation of document after the date of original tender submission shall not be accepted.
47	<p><b>a) Vendor List for particular work for HDPE will be approved by the concerned Superintending Engineer, MED conforming to the PHEWB memo no. PHE/IV/2277/W-181/19 Dt.25.09.2019. If necessary, the concerned Superintending Engineer may approve any other make with conformity to relevant IS specifications.</b></p> <p><b>b) And Vendor List for particular work for Water Meter will be approved by the concerned Superintending Engineer, MED conforming to the specification as mentioned in this bid Document.</b></p>



# INSTRUCTION TO BIDDERS/BIDDERS

## SECTION – A-I

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

Instructions/ Guidelines - bidders - electronic submission of the Bids have been annexed - assisting them to participate in e-Bidding.

### **2. Registration of Bidder**

Any Bidder willing to take part in the process of e-Bidding will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wb.tender.gov.in> The Bidder is to click on the link - e-Bidding 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) - submission of Bids, from the Contractor of the National Information's Centre (NIC) or any other bonafide Contractor 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.

### **4. The contractor can search and download NIEt and Bid Documents**

Electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Bid Documents.

### **5. Submission of Bids.**

General process of submission, Bids are to be submitted through online to the website stated in Cl. 2 in two folders at a time - each work, one in Technical Proposal and the other is Financial Proposal be-e the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (trans-med into non-readable - mats).

### **A. Technical proposal**

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

#### **A-1. Statutory Cover Containing**

1. Prequalification Document
  - i. As per Sl. No. 4
  - ii. Prequalification Application (Sec-B, Form – I)
  - iii. Scanned Copy of earnest money (EMD) payment as prescribed in the NIE-T
2. NIEt (download and upload the same Digitally Signed)
3. Technical Document (To be filled, scanned & digitally signed)
  - i. Financial Statement (Section – B, form – II).
  - ii. Bank Solvency Certificate.
  - iii. Form III & IV of Section B.
  - iv. Declaration by the Bidder.

#### **A-2. Non-statutory Cover Containing/My Documents**

- i. Registration Certificate under Company Act. (if any).
- ii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iii. Power of Attorney (- Partnership Firm/ Private Limited Company, if any)
- iv. Tax Audit Report in 3 CB/3 CD Form along with Balance Sheet and Profit and Loss A/c - the last five years (year just preceding the current Financial Year will be considered as year – I)
- v. Clearance Certificate - the Current Year issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- vii. List of technical staff along with structure and organization (Section – B, Form – III).

Note: - Failure of submission of any of the above-mentioned documents (as stated in A1 and A2) will render the Bid liable to be summarily rejected.

**Intending Bidders should upload Non-Statutory documents as per following folders in My Document:**

<b>E-Bidding system of Government of West Bengal</b>			
<b>Bidder Document Sub Category Master</b>			
<b>Sl. No.</b>	<b>Category Name</b>	<b>Sub Category Name</b>	<b>Sub Category Description</b>
A	CERTIFICATES	A1. CERTIFICATES	1. GST Registration 2. PAN / P. Tax Clearance Certificate
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	1. Proprietorship Firm (Trade License). 2. Registered Deed of partnership Firm 3. Registration Certificate under Company Act. (if any). Ltd. Company (Incorporation Certificate, Trade License) 4. Power of Attorney (- Partnership Firm/ Private Limited Company, if any) 5. Society (Society Registration copy, Trade License)
C	CREDENTIAL	C1. CREDENTIAL1	Similar nature Work & Completion Certificates issued by competent authority (as per SI No. 4 of NleT)
D	EQUIPMENT	LABOURTARY CIVIL MACHINERIES ELECTRICAL MACHINERIES MECHNANICAL MACHINERIES MISCELLNEOUS MACHINERIES	List of Machineries and equipment necessary - field as well as laboratory test of all materials as per NleT
E	FINANCIAL INFO	P/L & BALANCE SHEET	P/L & BALANCE SHEET (As per NleT)
		PAYMENT CERTIFICATE 1 PAYMENT CERTIFICATE 2	Payment Certificate in support of valid credential only to be submitted (as per NleT)
F	MANPOWER	TECHNICAL PERSONNEL	List of sufficiently qualified technical person (as per SI No 4 of NleT)
		TECHNICAL PERSONNEL ON CONTRACT	List of technical personnel employed under the organisation (or on contact basis) in details with name, qualification, experience and, address with contact number.
G	DECLARATION	DECLARATION 1 DECLARATION 2 DECLARATION 3	1. Bank Solvency Certificate (As per NleT) 2. Valid Document in support of annual turnover (As per NleT) 3. Corrigendum and additional document (if any).

**Note: - Failure of submission of any of the above-mentioned documents (as stated in A1 & A2) will render the Bid liable to summarily rejected for both statutory & non-statutory cover. All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.**

### **B. Bid Evaluation**

i. Opening and evaluation of Bid: - If any Bidder is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).

ii. Opening of Technical proposal: - Technical proposals will be opened by the Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.

iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) - non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the Bid will summarily be rejected.

iv. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Bid Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be prepared by the **Municipal Engineering Directorate, under the Urban Development and Municipal Affairs Department, Govt. of West Bengal**. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under AMRUT 2.0 programme.

v. Uploading of summary list of technically qualified bidders.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Bidder and for which their proposal will be considered and uploaded in the web portals.

vii. While evaluation, the committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable to rejection.

### ***C. Financial proposal***

As per Sl. 11, Bid Price / Price Schedule. To be uploaded digitally signed by the Bidder.

**6. Financial capacity** of a Bidder will be judged on the basis of working capital and available bid capacity as mentioned in the NIEt to be derived from the information furnished in – **FORM -I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first-class Bank to supplement the applicant. This letter of guarantee should be addressed to the Bid Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit Such revolving line of credit should be maintained until the works are taken over by the Authority.

The audited Balance sheet for the last five years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder financial position, showing long term profitability including an estimated financial projection of the next two years.

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

Submission of false document by Bidder is strictly prohibited and in case of such act by the Bidder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

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

The Employer (Bid accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Bid accepting authority) action. The Bidder whose Bid has been accepted will be notified by the Bid Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Bid Form (form no. 2911) will incorporate all necessary documents, e.g. NIEt, all addenda-corrigendum, different filled-up forms (Section –B), Price Schedule and the same will be executed between the Bid Accepting Authority and the successful Bidder.

**Chairman**  
**Old Malda Municipality**

**SECTION – B**  
**Form –I**  
**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairman,**  
**Old Malda Municipality,**

Ref: -

Bid - \_\_\_\_\_

Name of work - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ NIEt No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIEt documents, I /we hereby submit all the necessary information and relevant documents - evaluation. The application is made by me / us on behalf of

\_\_\_\_\_ In the capacity  
\_\_\_\_\_ duly authorized to

submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms - Application and - completion of the contract documents is attached herewith.

We are interested in bidding - the work(s) given in Enclosure to this letter.

We understand that:

(a) Bid Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.

(b) Bid Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

1. Statutory Documents
2. Non Statutory Documents

Date: -

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

**SECTION – B**  
**Form - II**  
**FINANCIAL STATEMENT**

**B.1** Name of Applicant:

**B.2** Summary of assets and liabilities on the basis of the audited financial statement of **the last five financial years.** (Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve & surplus )					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

<b>B.3</b> Annual value of construction works undertaken :						
Work in hand i.e. Work order issued	As on	As on	As on	As on	As on	As on

Signed by an authorized officer of the firm

\_\_\_\_\_

Title of the officer

\_\_\_\_\_

Name of the Firm with Seal

Date \_\_\_\_\_

## **Declaration of the Bidder**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Bid documents which is required to be submitted in time duly)

I, ....., son of .....  
....., aged about ..... years by  
occupation ..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... Of ..... have  
duly authorized by and competent to affirm this affidavit on behalf of the said Bidder.

2. That, I have inspected the site of work covered under NIeT (NIeT No )  
circulated through Office memo bearing No -----dated -----  
and have made myself fully acquainted with the site conditions existing level/proposed  
level and local conditions in and around the site of work. I have also carefully and  
meticulously gone through the Bid documents. Bid of the above named Bidder is offered  
and submitted upon due consideration of all factors and if the same is accepted, I on and  
- behalf of the a-said Bidder, being lawfully and duly authorized, promise to abide by all  
the covenants, conditions and stipulations of the Contractual documents and to carry  
out, complete the works to the satisfaction of the Bid accepting Authority of the Work  
and abide by all instructions as may given by the Engineer in Charge of the work time to  
time. I also hereby undertake to abide by the provisions of Law including the provisions  
of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales  
Tax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon entering  
into -mal Contract / agreement with the Bid Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the  
Bidder has been suppressed in the Bid documents.

4. That the statement above made by me is true to my knowledge.

Deponent  
Solemnly affirmed by the said  
.....

before me.  
.....  
(1st class Judicial Magistrate / Notary Public)

**SECTION – B-**  
**-FORM- III**  
**STRUCTURE AND ORGANISATION**

**A.1** Name of applicant :

**A.2** Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

**A.3** Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

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

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

**SECTION – B**  
**-FORM – IV**  
**C. DEPLOYMENT OF MACHINERIES (in favour of owner / lessee):-**

(Original document of own possession arranged through lease deed to be annexed)  
(If engaged be-e Certificate from E.I.C. to be annexed in respect of anticipated dated of release of  
Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	

- each item of equipment the application should attach copies of  
(i) Document showing proof of full payment, (ii) Receipt of Delivery,  
(iii) Road Challan from Factory to delivery spot, is to be furnished.

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



## **GENERAL SPECIFICATIONS OF MATERIALS TO BE USED FOR HOUSE CONNECTIONS**

### **DI Strap Saddle required for providing house service connections on DI/CI mains.**

#### **General specification:**

DI Saddle with strap, protection rubber with necessary fitting & fixing to be done according to IS standard as per direction of EIC.

#### **HDPE Pipe for House Service Connection:**

Pipes shall be made out of HDPE raw materials, the pipes shall be conforming to IS:4984-2016, 20mm OD, PE-100, PN 16. and as directed by the Engineer In Charge.

Manufacturers test certificate along with raw materials manufacturer's test certificate is mandatory. Random inspection for pipe, fittings, water meter will be carrying out.

#### **COMPRESSION FITTINGS FOR HDPE PIPES:**

90 DEG COMPRESSION ELBOW WITH METAL INSERT (Male/Female)

90 DEG COMP ELBOW with COMPRESSION JOINT BOTH ENDS

FEMALE / MALE THREADED ADAPTER With METAL OFFTAKE

The Compression fittings shall be tested as per below

Type test	Standard
Dimensions of the threads	ISO 7/1
Tightness of the joints	ISO 3458
Tightness of the joints when subjected to bending	ISO 3503
Resistance to pull-out	ISO 3501
Internal under-pressure test	ISO 3459
Long term pressure test	ISO/DIS 14236

#### **FERRULE for House Service connection:**

10 mm dia Brass ferrule of ISI marked material approved by S.A.E upto 450mm long with plumbing joint, brass over C.P. coupling at both ends with cap Confirming to IS 2692/1994(reaffirmed 2005).

#### **Non Return Valve (NRV) for connection of meter.**

Tamper proof Flow Control Valve (FCV) cum Non Return Valve (NRV), made with solid steel bar (hexagonal and round) body & SS ball for float option, materials grade of Stainless Steel finished with CNC machining of size not less than 71 mm with connection size: 15mm Dia BSP thread, design and working in float principle (as per CPHEEO manual) including cost of materials, manufacturing, Loading, unloading, transit insurance and transportation. Manufactures must provide third party inspection report from PHE approved/NABL accredited Laboratory. Materials grade of stainless steel made with SS316 Confirming to IS 778 ISI Marked

#### **GI PIPE**

G.I pipe of TATA make (medium duty) of 2 metre length with all necessary specials to continue from the end of the HDPE pipe & upto 1.0 m. above ground within the premises of household as per direction of S.A.E.

#### **BIB Cock & STOP cock**

Bib/Stop Cock to be made of **alloy iron with Brass Spindle** ISI marked material approved by EIC. Bib/Stop cock to be tested 21kg/m<sup>2</sup>.

**ELBOW,NIPPLE,UNION SHORT PIECE ETC. FOR METER CONECTION FOR EXISTING HSC**

All accessories should be ISI marked material (GI) approved by EIC.

**15mm CPVC BALL VALVES (STOP TAP) FOR EXISTING HSC**

The product shall confirm to IS-15778: 2007 and fitting, fixing should be done as per direction of EIC.

**SPECIFICATIONS FOR MULTIJET CLASS – B DOMESTIC/COMMERCIAL WATER METERING SYSTEM (SIZE 15 mm)**

Sl. No.	Parameters	Specifications
1	Meter size and overall dimensions	Nominal diameter of the meters shall be 15mm, 20mm & 25mm Meter threads, nominal flow rate, minimum length of threads on either side overall dimensions shall be as per table 2 of IS 779-1994 or table 1 of ISO 4064 (Part 1)
2	Scope of Application	The meter will be used for the measurement of cold, chlorinated potable water.
3	Applicable Standards	The meter shall conform to both IS: 779-1994 and ISO: 4064 (Part 1) standards with latest Amendments. The meters would besupplied with BIS / MID Marked and <b>Certification from Weights and Measures (Metrological Control of Water Meters) Regulations, 2014, Government of India.</b>
4	Meter Type	The meters shall be: Multi-jet Inferential meters Super dry dial Hermitically sealed Class B, preferably 360 degree orientable totalizer.
5	Protection class	Should confirm to IP 68
6	Accessories	The meter shall include the following accessories: o Two sets of Brass nut and Nipples. o The meter shall be supplied with a tubular strainer in the inletof the water meter with holes not less than twice the area of Nominal inlet bore of the pipeline to which it is fitted.
7	Flow rate	Minimum, maximum and transition flow shall be as per relevant Standards.
8	Accuracy	The maximum permissible error in the metering accuracy of the meter. when determining as per IS 6784:1984 shall be as under, 1. In the lower region of flow [ $Q_{min (inclusive)}$ to $Q_{t(exclusive)}$ ]- $\pm 5\%$ 2. In the upper region of flow [ $Q_{t (inclusive)}$ to $Q_{max (inclusive)}$ ]- $\pm 2\%$
9	Pressure and Temperature	Pressure and Temperature shall be in accordance with ISO 4064 Class B and IS 779-1994 and its latest amendments.
10	Pressure Loss	The pressure loss shall be in accordance with ISO 4064 class B, or Clause 10.2 of IS 779-1994 and its latest amendments.
11	Seal	Sealing holes shall be provided and the meter shall be sealed in such a manner as to render it impossible to obtain access to the measuring units including registration box and cap without breaking the seal. The sealing wires shall be of rust free.

12	Material	<p>All the materials used to construct / manufacture customer meters shall confirm to Appendix B of IS 779-1994 or clause 4.7 of ISO 4064 (Part 1)</p> <p>o Plastic used in the manufacture of various components listed under Annexure B shall satisfy all provisions as depicted under Clause No. 6.1.1 of IS 779-1994</p>
13	Construction	<p>&lt; The meter shall be constructed as per Clause No 7 of IS 779-1994 or relevant clauses of ISO 4064 (Part 1). Each meter will be supplied with two cylindrical nipples or tail pieces with connecting nuts. Threads on the connection shall conform to latest version of IS 2643 (part 1 to 3) or ISO 228-1. All meters shall be supplied with an easily removable tubular inlet strainer. <b>The seal &amp; Sealing wires shall be rust proof material.</b></p> <ul style="list-style-type: none"> <li>• Meter size &amp; overall dimension of meter shall conform to Clause No 9 of IS 779-1994 or relevant clauses of ISO 4064 (Part 1)</li> <li>• Connections: The meter casing shall be fitted in the pipeline by means of two cylindrical nipple or tail pieces with connecting nuts which shall be provided with each meter.</li> <li>• The threads on connections shall conform to IS 2643 (Part 1 to 3)-1975</li> <li>• Impeller and Piston: Impeller and impeller shaft assembly shall rest on a self-lubricating bearing which has as low frictional resistance as possible.</li> <li>• Impeller chamber &amp; Measuring Chamber: The impeller chamber and measuring chamber shall be rigid and shall not change its form as a result of internal stress or with use.</li> <li>• Dial: The dial shall be of vitreous enamel power coated on <b>copper ensuring</b> indestructible marking and good legibility.</li> <li>• Indicating Device: Indicating Device shall be able to record 9999 kl (min) for meter size up-to 25mm. The kilo-liters and its multiple shall be indicated in black and sub multiple of kilo-liters in red. For digital indicator, the visible displacement of all digits shall be upward in value. The unit symbol 'KILO LITRES' shall appear in the immediate vicinity of digital indications.</li> <li>• Frost Protection: Meter liable to damage by frost shall be suitable protected.</li> </ul>
14	Mechanical Meter	<p>The Totalizer and Totalizer shield:-</p> <p>o <b>The totalizer metal can mineral glass envelop</b>, shall be designed in such a way that if the totalizer protective glass is broken for a reason or another the totalizer cannot be removed from its place. The totalizer protective cover shall be made of sturdy glass and shall have a thickness of not less than 5mm. Sturdy glass is defined as the ability of the counter protection glass to withstand, without damage.</p> <p>Totalizer:-</p> <ul style="list-style-type: none"> <li>o It shall be of straight reading type.</li> <li>o The totalizer shall register in cubic meter units.</li> <li>o The totalizer shall consist of a row of minimum four on-line consecutive digits to read at least 9999 m3 as per ISO 4064/ IS 779-1994.</li> <li>o Another three digits or pointers shall register flows in liters and be of a red colour.</li> <li>o The totalizer or any part of it shall be capable of being repaired.</li> <li>o Metal can mineral glass envelop.</li> <li>o The totalizer should be of open type.</li> <li>o The totalizer must be suitable for test on an electronic test bench.</li> <li>o The protection class of the totalizer should be IP 68.</li> </ul>
15	Indicating Device	<p>The totalizer shall be designed in such a way that if the totalizer Protective lens/ material are broken from any reason, the totalizer cannot be removed from its place.</p> <p>It shall consist of a row of minimum four on-line consecutive digits to read at least 9999 KL as per IS 779-1994. It preferably be capable of 360 degree orientation for ease in reading.</p>

16	Impeller and Impeller Chamber	The pivot of the impeller should be guaranteed against any Corrosion or damage for at least three years after the first installation. The impeller chamber shall be resistant to corrosion and it will confirm to 15779:1994/MID.
17	Resistance to Weather Conditions	Conformity to IS779-1994/MID
18	Test	The manufacturer must carried out all test as specified in Clause No. 12 of IS 779-1994 or relevant clauses of ISO 4064 (Part 1) or MID by a recognized testing authority. The Report of test shall be furnished in accordance with IS 6784-1984. However, the manufacturer / Supplier is liable carry out life Test as per Clause 12.4.4 of IS 779-1994 from any reputed testing authority like 'Fluid Control Research Institute' at his own cost from the lot of supplied meters. Lot size is to be determined on the basis of Table 4 of IS 779-1994. On the basis of Test Result, manufacturer / Supplier shall be liable to change defective meters or whole lots as the case may be at his own cost.
19	Marking	Each water meter shall be marked / embossed with the following information: 1. Manufacturer's name or Trade Mark. 2. Nominal size and class of water mater 3. Direction of flow of water on both sides of the body of water meter. 4. Year of manufacture and serial number BIS / MID Certificate Marking
20	Check List	Each water meter shall be supplied with a check list giving below: 1. Check that seal and serial no of the water meter is intact. 2. Check test certificate giving test results for pressure tightness, loss of pressure, metering accuracy and minimum starting flow. 3. Check that before installing meter the line is thoroughly flushed. 4. Check that the meter is installed according to the direction of flow marked on the meter. 5. Check that inferential meter is placed horizontally with dial upwards. 6. Check that the strainer of the meter is not removed, and 7. Check that the meter has been installed as recommended in the installation drawing, supplied with the check list.

## **PROCESS AND SPECIFICATION FOR HOUSE SERVICE CONNECTIONS**

### **WITH METERING ARRANGEMENT**

Before providing House Service Connections, Contractor shall collect a list of authorized consumers from the client on monthly basis. After getting such list from the client, Contractor shall have to identify each consumer at site and a notice shall have to be served by the Contractor to each consumer at site and a notice shall have to be served by the Contractor to each consumer at least 30 days in advance stating that new service connection shall be provided at their respective premises along with water meters. / Making holding list, In case of any difficulty to locate any consumers at site by the Contractor, client representative shall have to be accompanied with the Contractor to locate the client at site of all the meters.

Location of placing water meters shall have to be mutually decided by the Contractor and the consumer. No meters shall be installed inside, bath room / wash room / toilets / bed room / dining hall or any other rooms. Meter shall have to be installed in such a location that it can4 be easily accessed in side consumer premises.

All the damages made on the roads, the compound walls for providing service connection shall have to be restored by the contractor as per direction of EIC. Any damages made on the Road, floor / PCC / tiled / mosaic etc. shall be restored by the Contractor with Plain Cement Concrete (PCC 1:2:4) and neat cement finish as per direction of EIC. No tiles / mosaic shall be replaced by the Contractor.

**Ferrule cleaning (if required on special exigencies) within one (1) year after completion of work to be done by the agency as per direction of EIC.**

**Installation of Domestic Meter:**

- Location of water meters shall have to be finalized in consultation with consumers.
- In case of stone / concrete surface GI pipe shall have to laid with clamps at interval of 750 mmc/c
- Water Meters shall have to be installed as per manufacturers' specification.
- After installation of water meters sites are to be restored to its original condition as per direction of EIC.
- After installation of water meters records are to be maintained in the standard form.
- Information related to Water Meter Installations shall have to be handed over to client for **one year**.
- Check list for providing House Service Connection shall have to be prepared by the Contractor and the same has to be filled up properly after completion of the job and signature shall have to be obtained from the respective authority / person. Feedback Form shall have to be designed by Contractor and necessary feedback of consumer shall have to be recorded properly

During installation of water meter, it shall be sealed against installation by the Contractor.

If any drain is available on the periphery of the consumer premises, then a 25mm G.I. (TATA Medium) casing pipe shall have to be provided by the Contractor. All the excavation and back filling trenches made for providing the Service.

Before starting job at site for providing House Service Connection, Contractor shall impart training to all employees on following subject:

- Safety Awareness
- Environment Management System Awareness
- Customer Orientation
- Safe working procedure

Once above trainings are imparted then schedules are prepared and following actions shall be taken:

- Housekeeping Plan of the job,
- Job Safety Plan
- Method statement

**Chairman  
Old Malda Municipality**

Copy forwarded for information to-

1. The State Mission Director, AMRUT , W.B, Dept. of UDMA, SUBHANNA, Bidhannagar, Kolkata,
2. The Additional Secretary, to the Govt. of West Bengal. UDMA.
3. The District Magistrate, Malda.
4. The SDO (Sadar), Malda
5. The Superintending Engineer, M. E. Directorate, Central Circle, Malda
6. The Executive Engineer, Malda Division, M. E. Directorate. Malda.
7. The I.C Malda Police Station, Old Malda Malda.
8. The Executive Officer, Old Malda Municipality.
9. The Finance officer, Old Malda Municipality.
10. The Head Clerk, Old Malda Municipality.
11. The S.A.E Old Malda Municipality,
12. The Accountant, Old Malda Municipality.
13. The Municipal Website
14. Notice Board.
15. Respective File.

**Chairman**  
**Old Malda Municipality**