

Notice Inviting Tenders

Title	Construction of water supply infrastructure in Bahidardhura, Dhajea Tea Garden, West Bengal
Project	Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal
Location	Bahidardhura hamlet (Dhajea Tea Garden), Pokhriabong-III Gram Panchayat, Block - Jorebunglow-Sukhiapokhri, District - Darjeeling West Bengal, India
Timelines	Tender published on ICLEI SA website: 5 January 2026
	Last date for acceptance of proposals: 17 January 2026
	Identification of winning bidder: 19 January 2026
	Award of Work Order: 22 January 2026
Tender Inviting Authority	 Emani Kumar <i>Executive Director</i> <i>ICLEI - Local Governments for Sustainability, South Asia</i> C-3, Lower Ground Floor; Green Park Extension; New Delhi – 110016; India; Tel: +91 – 11 – 4974 7200
Reference	3/NIT/CLAP/ICLEI/25-26
Date	5 January 2026

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I. Introduction & Context

This tender contains the Terms of Reference (ToR) which outlines the requirements for selecting a successful bidder for the Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal. ICLEI Local Governments for Sustainability, South Asia Secretariat, hereinafter referred as 'ICLEI SA', intends to implement a Turnkey water supply pilot demonstration project in Bahidardhura hamlet located in Dhajea Tea Garden. ICLEI SA invites separate tenders for the works pertaining to the Turnkey pilot demonstration project, mentioned in 'Section II: Scope of Work', from eligible contractors/bidders having desired credentials for execution of works of similar nature and financial capability. Passing the technical bid stage is required for the bidders to qualify for the next stage comprising financial bid. Lowest financial bid would eventually determine final selection of bidder for execution of the pilot demonstration project.

The pilot demonstration hamlet will be implemented in Bahidardhura hamlet located in Dhajea Tea Garden. Bahidardhura Hamlet is located within the Dhajea Tea Garden area and comprises approximately 46 households, with a total population of around 220 residents. It lies within Pokhriabong III gram panchayat. The terrain is moderately steep, with elevation ranging from 922 metres to just over 1,022 metres above mean sea level, as determined using a Digital Elevation Model (DEM) with 2-metre intervals. A key topographical feature is '28 Dara', the highest elevation point in the area, which forms part of the springshed boundary. This ridgeline influences the direction of both surface runoff and sub-surface water movement, shaping the availability and distribution of water across the hamlet.



Figure 1: Hamlet boundary map, Bahidardhura

Contour Map, Bahidardhura Hamlet, Dhajea

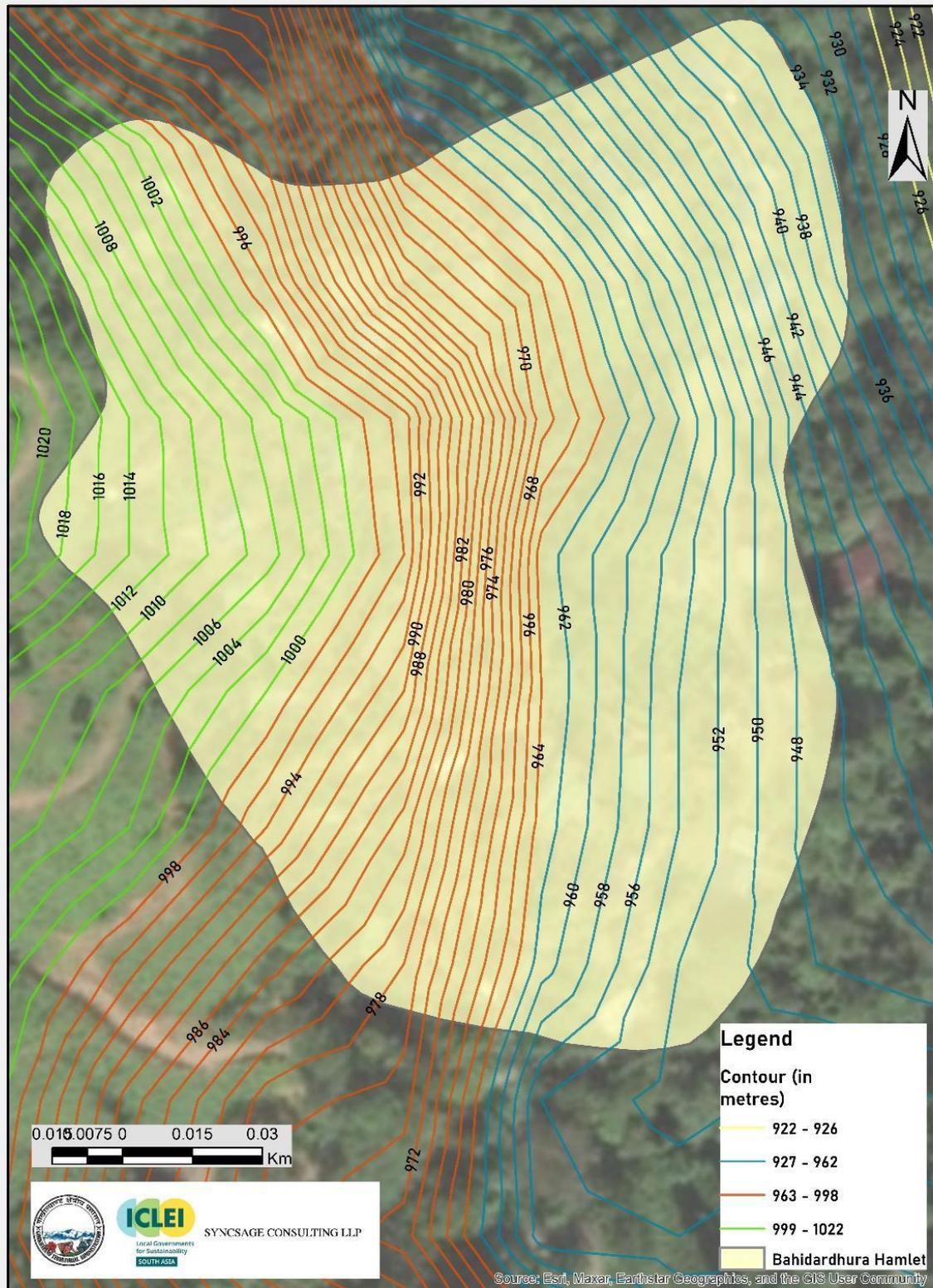


Figure 2: Bahidardhura Contour Map
Source: Developed by ICLEI South Asia

II. Scope of work

The scope of work for this Turnkey pilot demonstration project shall include construction, installation of equipment, testing, and commissioning of the pilot demonstration project.

The contractors/bidders shall undertake the following works as given in the bill of quantities (BOQ) below.

1. Staggered contour trench

Staggered contour trenches (SCT) are shallow, trapezoidal or rectangular depressions excavated along contour lines to intercept surface runoff, enhance groundwater recharge, and minimise soil erosion on sloped terrain. These structures are especially effective in areas receiving high rainfall (over 1200 mm annually) and with slope gradients between 10–50%. The trenches are deliberately spaced and not continuous, allowing for controlled percolation and safe passage of excess runoff. The aim is not to capture 100% of surface flow, which could be counterproductive in high-rainfall zones, but to slow and spread runoff, enhancing infiltration while avoiding gully formation.

Design considerations

- Trench tapering (slope ratio between 1:2 to 1:5) is applied based on soil type to prevent edge collapse from runoff force
- If a large boulder is encountered during trenching, it is recommended to leave it in place, as removing it may disrupt the soil structure and increase erosion risk
- Depth of each trench is kept below 1 metre
- Every trench has its volume and a catchment area
- In areas with high rainfall (typically above 1200 mm annually) and steep slopes (10–50%), staggered contour trenches are designed not to retain all surface runoff but to slow it down and allow safe passage of excess water. Attempting to capture 100% of runoff in such contexts can cause overtopping or bund failure, especially during intense rainfall events. Instead, trenches are spaced apart to spread and reduce the speed of runoff, promoting infiltration without triggering erosion.

STAGGERED CONTOUR TRENCHES (SCT)

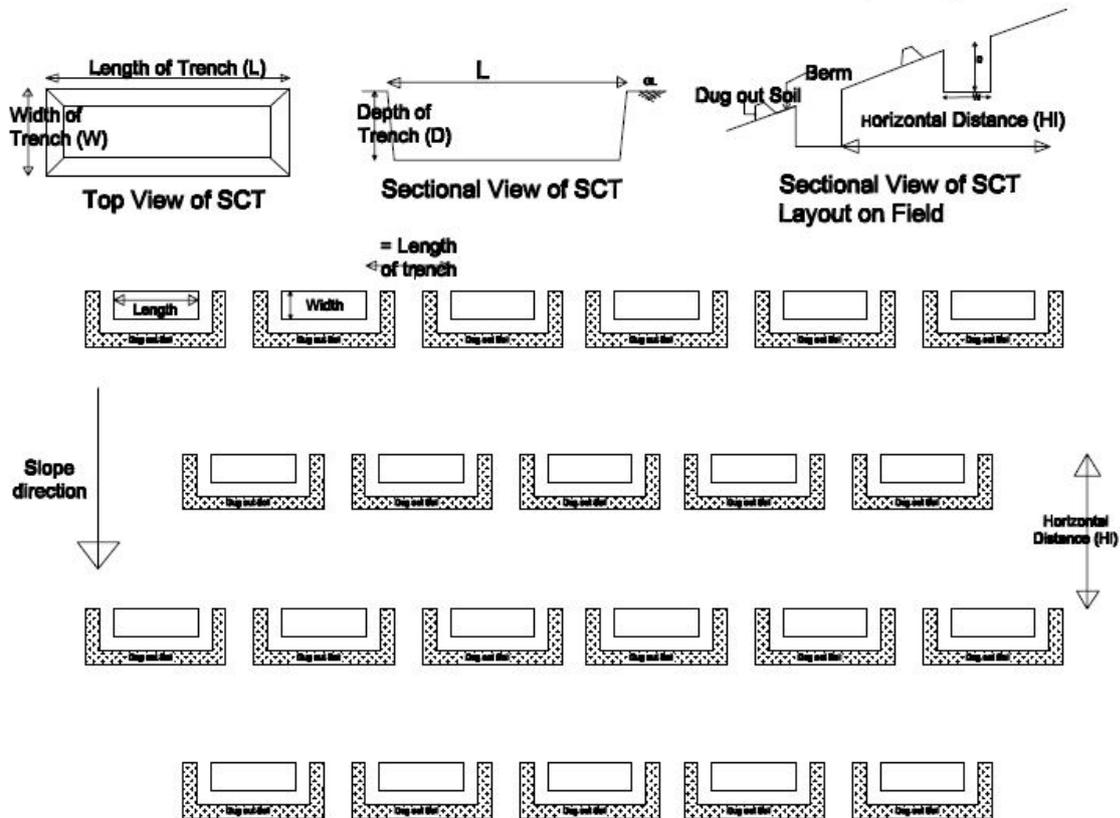


Figure 3: Layout of SCT

Bill of Quantity (BOQ)

The bidder shall construct 110 staggered contour trenches on the Naopokhri side of the site. BOQ for the same is given below.

Sl. No	Particulars	No	Length (m)	Width (m)	Depth (m)	Quantity	Unit
1	Clearing grass and removal of the rubbish up to a distance of 50 m outside the periphery of the area cleared.	110	2	0.5		110	Sq.m
2	Earthwork in excavation by manual means up to a depth of 2m below the existing ground level for foundation trenches of foundations, footings of column/ walls, retaining walls, septic tank etc. including bailing out water where necessary and removal of surplus earth with all lead and lifts as directed and specified for the following classification of soils. a) All kinds of soil (ordinary soil/ hard soil/ dense soil)	110	2	0.50	0.3	33.00	Cu.m

2. Inlet tank

The bidder shall construct an inlet tank near the water source Holey dhara. The bill of quantity for one (1) inlet tank is given below.

Sl. No.	Description of work	No	Length (m)	Width (m)	Height (m)	Quantity	Unit
1	Surface Dressing at inlet location						
	Surface Dressing of the ground in any kind of soil including removing vegetation in equalities not exceeding 15 cm depth and disposal of the rubbish within a lead upto 75 m as directed.	1	1	1		1.00	Sq.m
2	Excavation For Chamber						
	Earth work in excavation in foundation trenches in ordinary soil (vide classification of soil Item-A) and disposal of excavated earth as obtained to a distance up to 50M. Including all lifts with leveling ramming the foundation trenches removing roots of trees shrubs all complete as per approved design and per building specification and direction of E\I.	1	1	1	0.51	0.51	Cu.m
3	Soling (6 inch - depth)						
	Brick soling with picked jhama bricks including preparation of bed as necessary with brick joints properly filled in and packed with powdered earth and including necessary cushion of similar material below the soling (and in between layers when more than one layer is used) complete as per direction. (a) Single brick flat soling (thickness 75 mm.)	1	1	1		1.00	Sq.m
	do- by fine sand filling						
4	Filling in foundation or plinth by silver sand in layers not exceeding 150 mm as directed and consolidating the same by thorough saturation with water, ramming complete including the cost of supply of sand. (Payment to be made on measurement of finished quantity)	1	1	1	0.15	0.15	Cu.m
5	for RCC work						
	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string course, fillets, columns, pillars, piers abutment, post and struts etc. above						

Sl. No.	Description of work	No	Length (m)	Width (m)	Height (m)	Quantity	Unit
	plinth level up to floor five level excluding cost of centering , shuttering finishing and reinforcement: 1:1.5:3 (1 Cement : 1.5 Coarse Sand (zone - III) : 3 graded stone aggregate 20 mm nominal size)						
	base of Inlet	1	1	1	0.19	0.19	Cu.m
	Side wall of inlet	2	1.00	0.12	1.00	0.24	Cu.m
	Side wall of inlet	2	1.00	0.12	1.00	0.24	Cu.m
	Slab(fixed)	1	0.5	0.5	0.2	0.1	Cu.m
	Slab(removal)	1	0.5	0.5	0.2	0.1	Cu.m
	Total Volume of RCC					0.8	Cu.m
	Steel reinforcement work						
6	Providing Tor steel reinforcement of 8 mm. Dia rods as per approved design & drawing with cutting, bending and binding with annealed wire with cost of wire removal of rust, placing the rods in position {TMT Fe 500 (only valid for Tata(Tiscon), Sail, JSPL, Electrosteels Ltd. Bokaro and vizag (RINL)) (excluding carriage of bars to work site) all complete as per building specification and direction of E/I	1%				0.04	MT
	Plaster Work						
7	Inner wall (6 mm thick water proof plaster (1:4)) including base						
	Inner wall -1	2	1.00	1.00		2.0	Sq.m
	Inner wall -2	2	1.00	1.00		2.0	Sq.m
	base	1	1.00	1.00		1.0	Sq.m
	Outer well- 12 mm(water Proof Plaster 1:4)	2	1.00	1.00		2.0	Sq.m
	Outer well- 12 mm(water Proof Plaster 1:4)	2	1.00	1.00		2.0	Sq.m
						9.00	Sq.m

3. Collection tank

The bidder shall construct one (1) water collection tank of 9.26 KLD capacity near 28 Dara point as per bill of quantity (BOQ) given below

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
1	Surface Dressing at tank location						

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	Surface Dressing of the ground in any kind of soil including removing vegetation inequalities not exceeding 15 cm depth and disposal of the rubbish within a lead upto 75 m as directed.	1	2.55	2.55		6.50	Sq.M
	Excavation For Chamber						
2	Earthwork in excavation in foundation trenches in ordinary soil (vide classification of soil Item-A) and disposal of excavated earth as obtained to a distance up to 50M. Including all lifts with leveling ramming the foundation trenches removing roots of trees shrubs all complete as per approved design and per building specification and direction of E\I.	1	2.55	2.55	0.51	3.32	Cu.m
	Soling (6 inch - depth)						
3	Brick soling with picked jhama bricks including preparation of bed as necessary with brick joints properly filled in and packed with powdered earth and including necessary cushion of similar material below the soling (and in between layers when more than one layer is used) complete as per direction. (a) Single brick flat soling (thickness 75 mm.)	1	2.55	2.55		6.50	Sq.M
	do- by fine sand						
4	Filling in foundation or plinth by silver sand in layers not exceeding 150 mm as directed and consolidating the same by thorough saturation with water, ramming complete including the cost of supply of sand. (payment to be made on measurement of finished quantity)	1	2.55	2.55	0.15	0.98	Cu.m
5	RCC work						

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string course, fillets, columns, pillars, piers abutment, post and struts etc. above plinth level up to floor five level excluding cost of centering , shuttering finishing and reinforcement: 1:1.5:3 (1 Cement : 1.5 Coarse Sand (zone - III) : 3 graded stone aggregate 20 mm nominal size)						
	base of Inlet	1	2.55	2.5	0.19	1.21	Cu.m
	Side wall of inlet	2	2.55	0.12	1.70	1.04	Cu.m
	Side wall of inlet	2	2.55	0.12	1.70	1.04	Cu.m
	Slab(fixed)	1	1.275	1.275	0.2	0.3	Cu.m
	Slab(removal)	1	1.275	1.275	0.2	0.3	Cu.m
	Total Volume of RCC					3.9	Cu.m
	Steel reinforcement						
6	Providing Tor steel reinforcement of 8 mm. Dia rods as per approved design & drawing with cutting, bending and binding with annealed wire with cost of wire removal of rust, placing the rods in position {TMT Fe 500 (only valid for Tata(Tiscon), Sail, JSPL, Electrosteels Ltd. Bokaro and Vizag (RINL)} (excluding carriage of bars to work site) all complete as per building specification and direction of E/I	1%				0.22	MT
	Plaster work						
	Inner wall (6 mm thick waterproof plaster (1:4)) including base						
7	Inner wall -1	2	2.55	2.55		13.0	Sq.m
	Inner wall -2	2	2.55	2.55		13.0	Sq.m
	base	1	2.55	2.55		6.5	Sq.m
	Outer well- 12 mm (waterproof Plaster 1:4)	2	2.55	2.55		13.0	Sq.m
	Outer well- 12 mm (waterproof Plaster 1:4)	2	2.55	2.55		13.0	Sq.m
	Total area of plaster work					58.52	Sq.m

4. Water distribution tanks

Two (2) water distribution tanks shall be constructed by the bidder within the Bahidardhura hamlet. Bill of quantity for one tank is given below.

***Dimensions given below are for one tank only**

Sl.No.	Description of work	No	Length (m)	Width (m)	Height (m)	Quantity	Unit
	Surface Dressing at location of tank						
1	Surface Dressing of the ground in any kind of soil including removing vegetation in equalities not exceeding 15 cm depth and disposal of the rubbish within a lead up to 75 m as directed.	1	1.8	1.8		3.24	Sq.M
	Excavation For Chamber						
2	Earth works in excavation in foundation trenches in ordinary soil (vide classification of soil Item-A) and disposal of excavated earth as obtained to a distance up to 50M. Including all lifts with leveling ramming the foundation trenches removing roots of trees shrubs all complete as per approved design and per building specification and direction of E\I.	1	1.8	1.8	0.51	1.65	Cu.m
	Soling (6 inch - depth)						
3	Brick soling with picked jhama bricks including preparation of bed as necessary with brick joints properly filled in and packed with powdered earth and including necessary cushion of similar material below the soling (and in between layers when more than one layer is used) complete as per direction. (a) Single brick flat soling (thickness 75 mm.)	1	1.8	1.8		3.24	Sq.M
	do- by fine sand						
4	Filling in foundation or plinth by silver sand in layers not exceeding 150 mm as directed and consolidating the same by thorough saturation with water, ramming	1	1.8	1.8	0.15	0.49	Cu.m

Sl.No.	Description of work	No	Length (m)	Width (m)	Height (m)	Quantity	Unit
	complete including the cost of supply of sand. (payment to be made on measurement of finished quantity)						
	For RCC work						
5	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string course, fillets, columns, pillars, piers abutment, post and struts etc. above plinth level up to floor five level excluding cost of centring , shuttering finishing and reinforcement: 1:1.5:3 (1 Cement : 1.5 Coarse Sand (zone - III) : 3 graded stone aggregate 20 mm nominal size)						
	base of Inlet	1	1.8	1.8	0.19	0.62	Cu.m
	Side wall of inlet	2	1.80	0.12	1.80	0.78	Cu.m
	Side wall of inlet	2	1.80	0.12	1.80	0.78	Cu.m
	Slab(fixed)	1	0.9	0.9	0.2	0.2	Cu.m
	Slab(removal)	1	0.9	0.9	0.2	0.2	Cu.m
	Total Volume of RCC					2.5	Cu.m
	For steel reinforcement work						
6	Providing Tor steel reinforcement of 8 mm. Dia rods as per approved design & drawing with cutting, bending and binding with annealed wire with cost of wire removal of rust, placing the rods in position {TMT Fe 500 (only valid for Tata(Tiscon), Sail, JSPL, Electrosteels Ltd. Bokaro and vizag (RINL)) (excluding carriage of bars to work site) all complete as per building specification and direction of E/I	1%				0.14	MT
	For plaster work						
7	Inner wall (6 mm thick water proof plaster (1:4)) including base						
	Inner wall -1	2	1.80	1.80		6.5	Sq.m
	Inner wall -2	2	1.80	1.80		6.5	Sq.m
	base	1	1.80	1.80		3.2	Sq.m

Sl.No.	Description of work	No	Length (m)	Width (m)	Height (m)	Quantity	Unit
	Outer well- 12 mm(water Proof Plaster 1:4)	2	1.80	1.80		6.5	Sq.m
	Outer well- 12 mm(waterproof Plaster 1:4)	2	1.80	1.80		6.5	Sq.m
						29.16	Sq.m

5. Pipeline

The bidder shall lay pipeline as per bill of quantity (BOQ) given below for the pipeline and accessories required for supplying water from source (ie, inlet tank) to the end points (ie, distribution tanks)

Sl. No.	Description of work	No	Length (m)	Width (m)	Height (m)	Quantity	Unit
1	Supply of High-Density Poly-ethylene Pipe conforming to IS - 4984 - 1985 (Dia) [PE - 40] 40 mm Dia meter of Pipe conforming to IS - 4984 - 1985 (Dia) [PE - 40] 40 mm Dia meter of Pipe	1	615			615	metre
	(40 mm ~ 0.32 ft dia pipe) dia meter of pipe is 40 mm, length of pipe - 615 meter						
	max @ 6kg/Sq.cm Working Pressure						
2	Supplying, fitting and fixing PP Ball Valve of approved brand and making tested to 21 kg persq. cm. (for water lines only)					3	pcs
	DN @ 40 mm (HDPE Material) =3						
3	Supplying, fitting and fixing Pib cock of approved brand and make tested to 21 kg per sq. cm. (for water lines only)					12	pcs
4	Supplying, fitting and fixing Fabrigated Elebow (45 ^o) of approved brand and tested to 6kg. (for water lines only) Size 40 mm -15					15	Pcs
5	Supply fitting and fixing FABRICATED TEE and Collar Joint of approved brand and make tested to 6kg. (for water lines only)					25	Pcs

6. Loose boulder check dam

Drainage line treatment aims to reduce the velocity of surface runoff and, where feasible, retain water for infiltration. One of the key structures used for this purpose is the Loose Boulder Check Dam (LBCD), a simple, cost-effective intervention particularly suited to hilly or semi-arid landscapes. It is constructed by stacking loose stones or boulders across small streams or gullies to slow down the flow of water, allowing sediment to settle and moisture to infiltrate the soil. Loose boulders or stones are usually sourced locally. It is built without cement or mortar, relying on the natural interlocking of stones for stability.

The bidder shall construct 10 (ten) loose boulder check dam (each of 4-meter length) as per BOQ given below

S.No.	Description of work	No.	Length (M)	Width (M)	Height (M)	Quantity	Unit
1	Clearing grass and removal of the rubbish up to a distance of 50 m outside the periphery of the area cleared.	10	4	2		80	Sq.m
2	Earthwork in excavation by manual means up to a depth of 2m below the existing ground level for foundation trenches of foundations, footings of column/ walls, retaining walls, septic tank etc. including bailing out water where necessary and removal Of surplus earth with all lead and lifts as directed and specified for the following classification of soils. a) All kinds of soil (ordinary soil/ hard soil/ dense soil)	10	4	2	2.5	200	Cu.m
3	Providing and laying Gabions walls laid in wire crates with 4 mm dia wire conforming to IS:280 and IS:4826 in 100 mm x 100 mm mesh (wooven diagonally) including 10% extra for laps and joints with stone boulders weighing not less than 25 kg each as per drawing and Technical Specifications Clause 1301.	10	4	2	2.5	200	Cu.m

III. Terms of reference

1. Bonafide Indian organisations/ firms /companies, state registered co-operative societies, Registered Indian companies/firms and contractors/bidders of equivalent grade or class registered with the Union, State governments/government undertakings with proven credentials in execution of engineering construction and procurement projects not otherwise blacklisted or debarred by order on the date of publication of this tender are eligible to participate subject to fulfilling the criteria laid down in this tender.
2. The participating bidder may be a single entity or a group of entities, ie a “Consortium”, coming together to execute the project. Hereinafter, the word ‘bidder’ used would apply to both a single entity and a consortium.
3. The bidder should be a body incorporated in India under the Companies Act, 1956 or 2013/NGO/Proprietorship/Partnership/LLB firm & shall be in operation for the last three years.
4. If the bidder ceases to meet the eligibility criteria or the qualification criteria set out in the tender at any time after the application due date and on or after the bid due date, then such bidder shall be disqualified, and their bid shall be liable for rejection.
5. This Turnkey pilot demonstration project should fulfil the minimum guaranteed performance and the technical specifications presented in this document.
6. The Turnkey contract for pilot demonstration project shall be in accordance with all applicable permits and regulations set out by the Government of India, and Government of West Bengal.
7. All necessary and allied civil work for operationalising/commissioning of the proposed pilot project will be undertaken by the successful bidder, at their own cost, with clear timelines.
8. The successful bidder shall undertake basic project planning, sequencing, and scheduling, availing planning permissions, and all other requirements as required for the purposes of this project.
9. ICLEI SA reserves the right to assess the capabilities and capacity of the bidder / their collaborators / associates / subsidiaries / group companies to perform the contract, should the circumstances warrant such assessment in the overall interest of the project.
10. ICLEI SA reserves the right to seek information and evidence from bidders regarding their continued eligibility and continued compliance with the Qualification Criteria at any time during the bid process. The bidders shall undertake to provide all the information and evidence sought by ICLEI SA.
11. ICLEI SA reserves the right to reject any or all bids or cancel/ withdraw this tender without assigning any reason whatsoever and in such case no bidder/ intending bidder shall have any claim arising out of such action.
12. The bidder may sub-contract part of their deliverables to another agency. In such case, prior information of the same must be provided to ICLEI SA at the time of bid submission.

- The information of such intention must be sufficed with suitable letter of authorisation from sub-contracting agency expressing their consent to work on behalf of the bidder.
13. In case the bidder wishes to sub-contract part of the deliverables, the final responsibility of delivery and performance lies solely with the bidder.
 14. In the event the bidder is a consortium, it shall, comply with the following additional requirements:
 - a. Number of members in a consortium shall not exceed 2 (Two) including the Lead Member
 - b. The members of the consortium shall nominate one member as the lead member.
 - c. The members of the consortium shall be responsible for successful implementation of the project throughout the terms of the contract.
 - d. The lead member shall be authorized and shall be fully responsible for the accuracy and veracity of the representations and information submitted by the members respectively from time to time in the response to this Bid.
 - e. The consortium agreement should be submitted with the bid.
 - f. The agreement should be on stamp paper and duly notarized, members should be jointly and severally responsible.
 - g. The consortium should jointly fulfill Eligibility Criteria & pre-qualification criteria mentioned in the document.
 - h. The consortium agreement should clearly mention the roles and responsibilities of each company in the consortium and the percentage share of each member.
 - i. The consortium agreement should mention the lead partner in the consortium.
 15. ICLEI SA reserves the right to terminate the work order and/or O&M contract, at any given time, in the event of the successful bidder showing lack of attendance to the work or negligence or sub-par/unfair performance in the opinion of ICLEI SA, irrelevant of any clause of the contract/work order by giving suitable notice to the bidder. The earnest money deposit shall not be returned to the bidder in such case.
 16. Further to commissioning, the successful bidder shall undertake training of Bahidardhura hamlet's community for operation and maintenance, handing over the project to designated authority, provision of all the documentation necessary for the correct performance and maintenance.
 17. Material supply and site work should commence within one week of award of Work Order.
 18. Supply, sourcing, procurement, transportation including requisite insurance of all equipment will be undertaken by the successful bidder, at their own cost.
 19. The successful bidder shall obtain necessary permits and clearances from all local stakeholders, including government statutory bodies, as required for completion of the project.
 20. Every work shall be supervised by the successful bidder, either personally or through dedicated deployed supervisors. The successful bidder shall report to the concerned person from ICLEI SA, PHED and PRIs as required.

21. The successful bidder shall undertake assembly and construction, pre-construction tests if required, site management and supervision, labour provisions, testing and commissioning of all equipment as required.
22. All the operations not expressly included, that are necessary for proper functioning and fulfilment of the guaranteed performance, rules, regulations, and applicable codes, shall be considered included through mutual discussion with ICLEI SA
23. The successful bidder shall make their own arrangement for material storage. The security of materials is successful bidder's responsibility. The successful bidder must make suitable arrangements for their own self/sub-contractors' (if applicable) / employees/labourers' accommodation during construction and O&M period at their own cost.
24. The successful bidder shall remove leftover construction materials and debris from site within one week of date of commissioning.
25. The successful bidder shall make their own arrangements for material lifting to the project execution area.
26. The successful bidder shall be responsible for assuring that all commodities shipped are properly packed and protected to prevent damage or deterioration during shipment. Packaging and shipping costs shall be borne by the successful bidder. Customs clearance and all costs and actions associated with import duties, taxes and processing of documents within India, if any, shall be borne by the successful bidder. Transportation, loading, unloading at site is the scope of successful bidder.
27. The bidder shall be deemed to have carefully examined the work and site conditions. In this regard, the bidder will be given necessary information to the best of knowledge of ICLEI SA in consultation with but without any guarantee to it.
28. If bidder shall have any doubt as to the meaning of any portions of the scope of the work, or any other matter concerning the contract, bidder shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contacts, as given in Section VIII of this tender, by email in order that such doubts may be clarified authoritatively before tendering. ICLEI SA will respond to queries until 3 days prior to the deadline for the submission of proposal. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.
29. The bidder shall address all aspects of the proposed outputs and deliverables mentioned in this tender.
30. The comments and suggestions provided by the bidder on the tender are not binding and shall not affect the financial proposal.
31. It should be noted that the project is being implemented in areas under the jurisdiction of GTA, and hence instructions to bidders will be given by ICLEI SA in consultation with officials from the GTA.
32. ICLEI SA will be overall in-charge of all the work that would be executed under the present scope of work.

IV. Technical bid

Bidders should submit all documents listed in this section, as applicable, to qualify the technical evaluation stage and move to the financial bid opening stage.

1. The bidder shall submit relevant credentials/completion certificates of having undertaken at least three (3) works of similar nature in similar circumstances, terrain, and geography, which should have been commissioned within the last 36 months prior to the bid submission date.
 - a) The bidder shall submit, in support of the above, the list of projects commissioned within the last 36 months along with their work order/ LOI/Commissioning certificates and the letter from Client/Employer/Owner confirming satisfactory performance of the Plant. The certificates shall be in English language with mentioning the relevant details duly signed in the official letter head of the Client/Employer/Owner.
 - b) The bidder shall submit the abovementioned in scanned PDF format, separately for each project/work
2. The bidder shall submit the following certificates separately in scanned PDF format:
 - a) Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States
 - b) The bidder's valid PAN Card
 - c) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) as applicable of the bidder organisation contained in GST Act, 2017 made compulsory by Finance Department, GoWB.
 - d) Income Tax Return filed for last three (3) years, including the current financial year or immediately preceding financial year (whichever is the latest), by bidder.
 - e) Audited annual report for each of the previous three financial years to ascertain their turnover.
3. The bidder shall submit separately in scanned PDF format company details, as relevant from the list given below:
 - a) For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society - Valid Trade License/ acknowledgement/Receipt of application for Trade License/Revalidation as applicable under the Rules
 - b) For Partnership Firms - Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms, as applicable
 - c) For Companies - Incorporation Certificate, valid Trade License or acknowledgement of the issuing authority to receipt of application/renewal for Trade License from bidder, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of current owners/ Directors/Board Members
 - d) For State Registered Cooperative Societies - Society Registration certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 and its amendments.

Each of the scanned PDF copies are to be titled as per the given format, ie, 'Document name_Bidder name'. Each and every page of the documents should be duly signed by the bidder with date.

V. Financial bid

1. The financial bid is to be submitted as an excel spreadsheet locked by a password by the bidder. The tender inviting authority, ICLEI SA, shall contact the bidder and request the password in the vent of them qualifying the technical bid stage.
2. The contractor/bidder is required to quote the 'rate' against each BOQ item for all works mentioned in Section II in the excel spreadsheet as a separate column.
 - a) The rate should be in valid numeric format
 - b) The rate should be in Indian rupees (INR) per unit of the BOQ item
3. The 'rate' (in INR per unit) is to be multiplied with the 'quantity' given for each BOQ item to arrive at the 'total cost' as a separate column
4. A 'final bid value' should be calculated and mentioned after adding the sub totals of all the works and shall be inclusive of all taxes, costs, and charges.
 - a) The bid value quoted shall be fixed and firm and not subject to any escalation or variation. The price should be inclusive of all transportation and installation charges including all required material to successfully complete tasks, duties & taxes, insurance
 - b) The final bid value shall also be inclusive of annual O&M cost for three (3) years, mentioned as a separate item head.
 - c) All or any accessories/consumables/items required for satisfactory commissioning of the work shall be deemed to be included in the bid value and shall be provided by the bidder without extra charges.

VI. Earnest money deposit (EMD)

1. The bidder shall submit an earnest money deposit (EMD) of 10% of total contract value in the form of an irrevocable and unconditional bank guarantee/demand draft issued by any scheduled bank of India payable in favor of ICLEI SA and payable at New Delhi.
2. The EMD shall be refunded to the successful bidder within 60 days from the date of end of AMC period

VII. Annual maintenance

- The Work Order issued to the successful bidder shall be inclusive of annual maintenance clauses. No separate annual maintenance contract (AMC) shall be signed between ICLEI SA and the successful bidder.
- The AMC shall comprehensively provide warranty against all defects through a Defect Liability Period (DLP) and O&M services for three (3) years, transfer all component warranties, spare parts and tools and tackles to the designated authority post completing the DLP and O&M period for all works mentioned in the scope of work of this tender.
- During the DLP and O&M period, the successful bidder shall supply all necessary equipment/spares, materials, manpower for replacement of faulty equipment at their own cost.
- The successful bidder shall submit the list of activities and procedures that will be undertaken during the O&M period.
- The AMC period will be valid for a period of three (3) years, and shall commence from the date of commissioning, validated through a project commissioning letter issued by ICLEI SA. The project commissioning letter shall be issued only after ICLEI SA is intimated in writing by the successful bidder about project commissioning and satisfactory verification by ICLEI SA, GTA, PRIs and/or PHED.
- At the end of the AMC period the successful bidder shall request a project completion letter from ICLEI SA in writing, which shall be issued by ICLEI SA within 30 days subject satisfactory completion of all activities as part of this project.

VIII. Bid submission

Bids are to be submitted via email and hard copy to ICLEI SA at the following address:

ICLEI South Asia
Ground Floor, C-3
Green Park Extension
New Delhi - 110016

Email:
shruti.sadhukhan@iclei.org
siba.das@iclei.org
souhardo.chakraborty@iclei.org

The bidders shall submit their bids as details given below:

1. Technical bid: All duly signed technical bid documents, as specified in Section V, should be sent as a zipped folder, titled 'Technical Bid_**Bidder name**'
2. Financial bid:
 - a. Password locked excel spreadsheet, as specified in Section VI, containing the rates, calculations and total bid value, titled 'Financial Bid_**Bidder name**'
 - b. The bidder shall send an all page signed scanned copy of the excel spreadsheet in PDF format with the 'final bid value', the rates and the calculation for each BOQ item. The PDF is to be titled 'Financial Bid_**Bidder name**'.

IX. Bid evaluation

1. The bids received will be scrutinized & evaluated by ICLEI SA, and if required, in consultation with GTA and PHED involved in the execution of the project.
2. The bids will first be evaluated to determine responsiveness to the tender. A bid shall be considered responsive only if:
 - a. the bid is received by the bid due date, including any extension thereof,
 - b. it is signed, sealed, and marked as stipulated,
 - c. it contains the following information and documents (complete in all respects):
 - i. Technical bid
 - ii. Financial bid
 - iii. Supporting documents, if any
3. ICLEI SA shall evaluate and determine whether the bidders have submitted a technically responsive bid. The decision of ICLEI SA shall be final with respect to the selection of the qualified bidders. If required, clarification or additional documents from the bidder shall be sought.
4. ICLEI SA will inform those bidders whose proposals did not meet the minimum qualifying requirements or were considered technically non-responsive, and their financial bids will not be opened.
5. Total bid value quoted by each qualified bidder that has submitted a substantially responsive financial bid will be tabulated and shall be checked for arithmetical errors. If there is a discrepancy between words and figures quoted as the total bid value, then the amount in words shall prevail.
6. Only bidders whose bids are found to be responsive shall be shortlisted and invited for a site visit to the project location.
7. The bidder with the lowest financial bid value shall be selected as the successful bidder and awarded the Work Order.

X. Award of contract

1. Detailed Work Order will be issued by email to the successful bidder tentatively within 3 days of announcing the successful bidder.
2. The successful bidder is to forward the signed and sealed work order to ICLEI SA at the earliest or not more than 3 (five) days of issue of work order.
3. In case the successful bidder fails to indicate his intent to undertake the said work within the stipulated time of 3 (three) days and observe the formalities as above, the Work Order will be cancelled, and the next ranked bidder will be finalised by ICLEI SA.

XI. Payment schedule

The payment schedule for this contract will be as per the schedule mentioned below. Payment will be made within 15 days from the date of submission of invoice accompanied by an acceptance certificate/ letter from ICLEI SA and photographs depicting work progress printed in color.

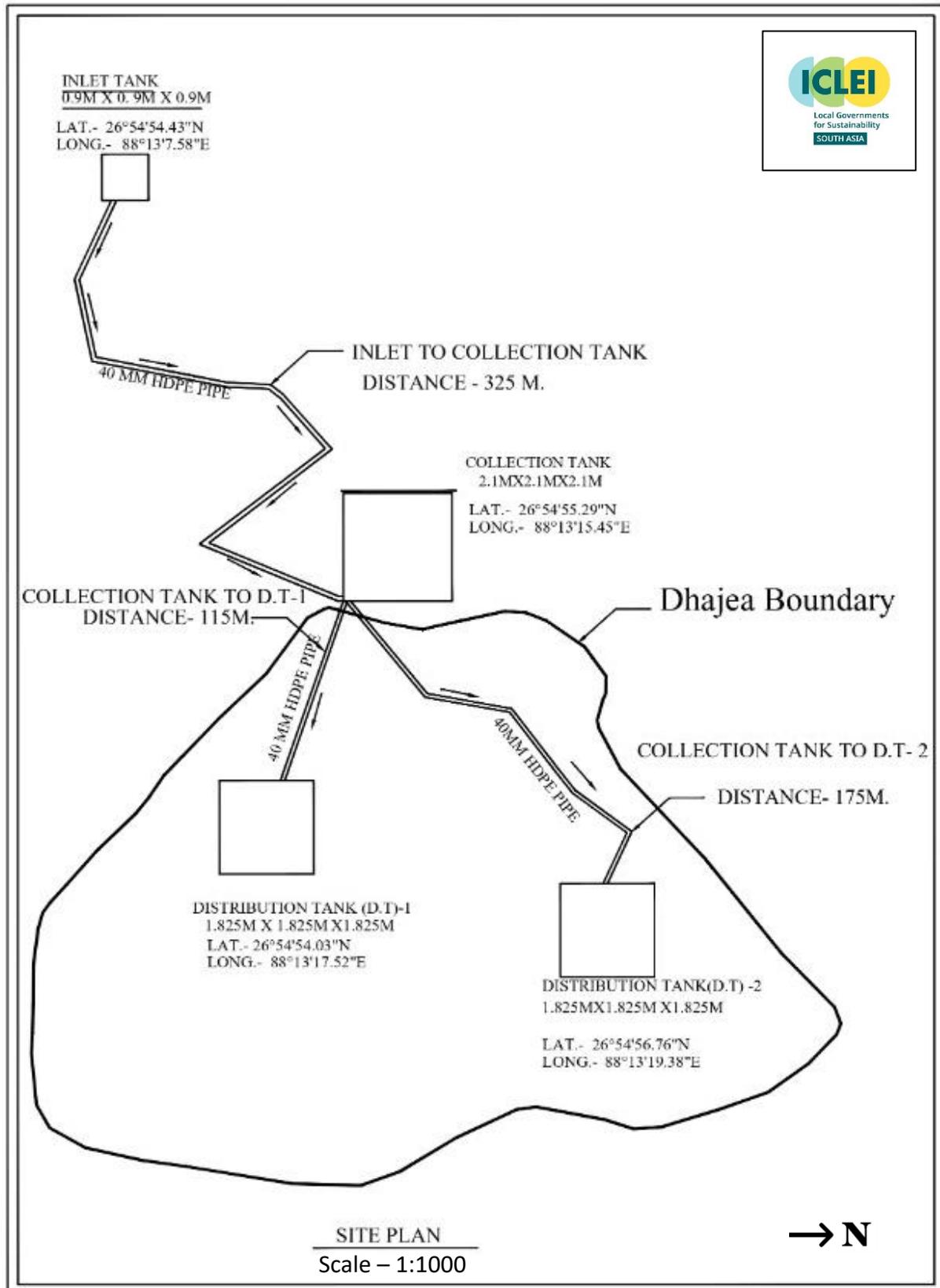
Milestones		Payment Terms
1	Within 15 days of issue of Work Order	20% of Total Contract Value
2	Within two weeks of issue of project commissioning letter	70% of Total Contract Value
3	End of year 1 of AMC period	10% of Total Contract Value
4	Within 60 days of end of AMC period	Refund of EMD amount

XII. Contact information for queries/clarifications

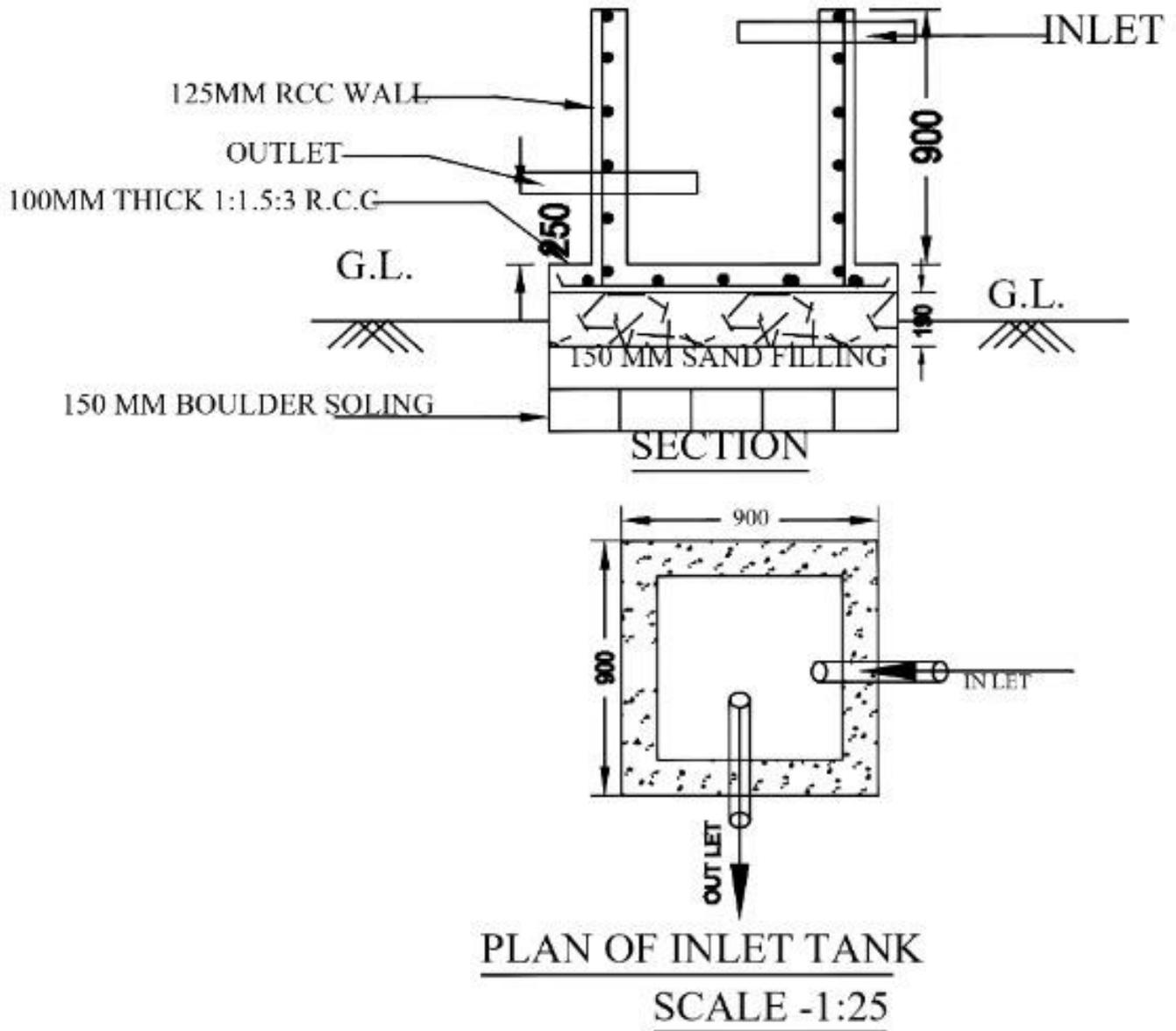
For any queries, please write to the given mentioned email contact for clarification at least 3 days in prior to the last date of bid submission:

souhardo.chakraborty@iclei.org

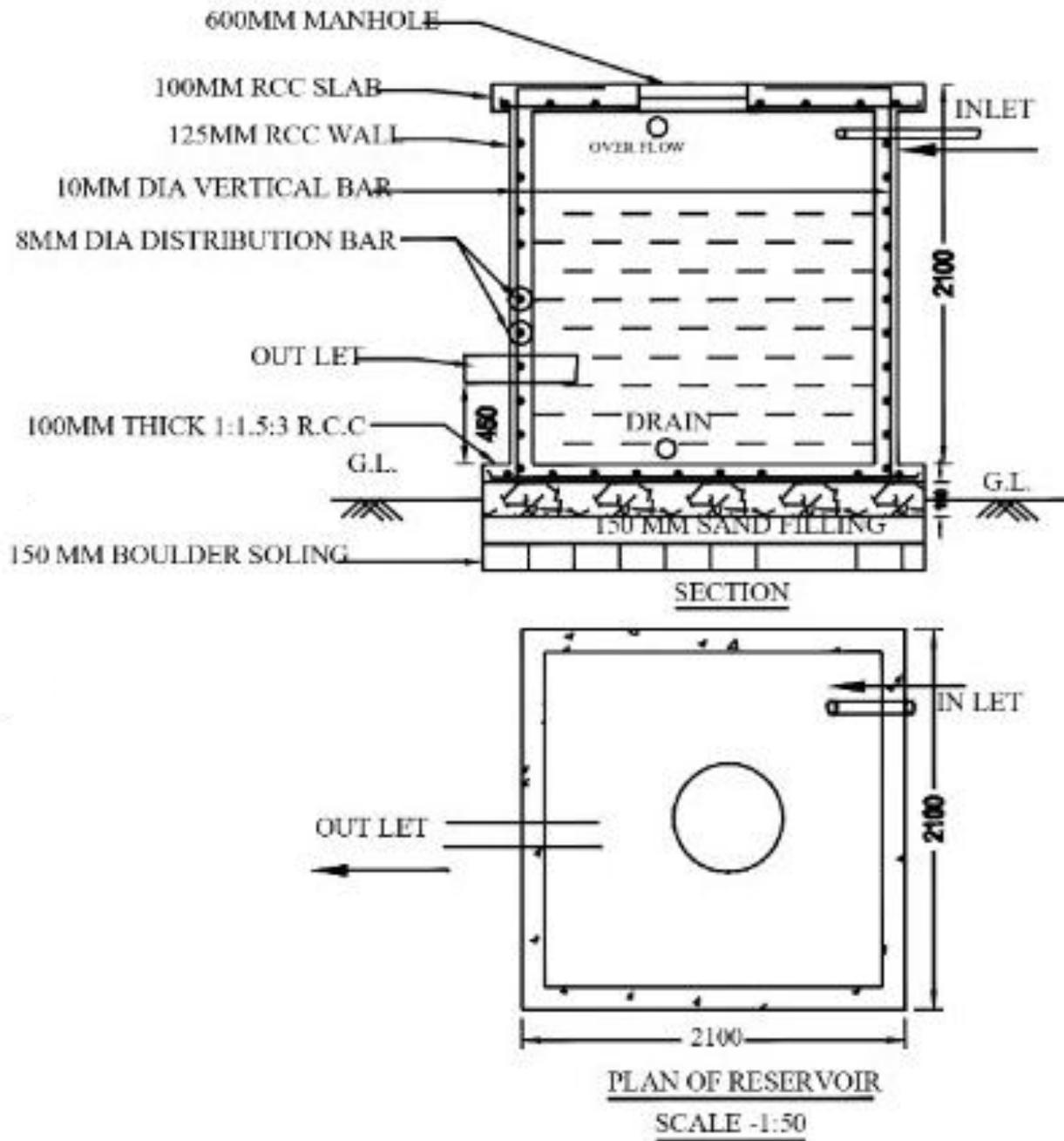
Annexure 1: Site layout plan



Annexure 2: Inlet tank specifications



Annexure 3: Collection tank specifications



Annexure 4: Distribution tank specifications

