

## Notice Inviting Tenders

<b>Title</b>	Construction of water supply infrastructure in Daragaon, Nagri Farm Tea Garden, West Bengal
<b>Project</b>	Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal
<b>Location</b>	Daragaon hamlet (Nagri Farm Tea Garden), Pokhriabong - III Gram Panchayat, Block – Jorebunglow-Sukhiapokhri, District - Darjeeling West Bengal, India
<b>Timelines</b>	Tender published on ICLEI SA website: <b>5 January 2026</b>
	Last date for acceptance of proposals: <b>17 January 2026</b>
	Identification of winning bidder: <b>19 January 2026</b>
	Award of Work Order: <b>22 January 2026</b>
<b>Tender Inviting Authority</b>	 <b>Emani Kumar</b> <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
<b>Reference</b>	4/NIT/CLAP/ICLEI/25-26
<b>Date</b>	5 January 2026

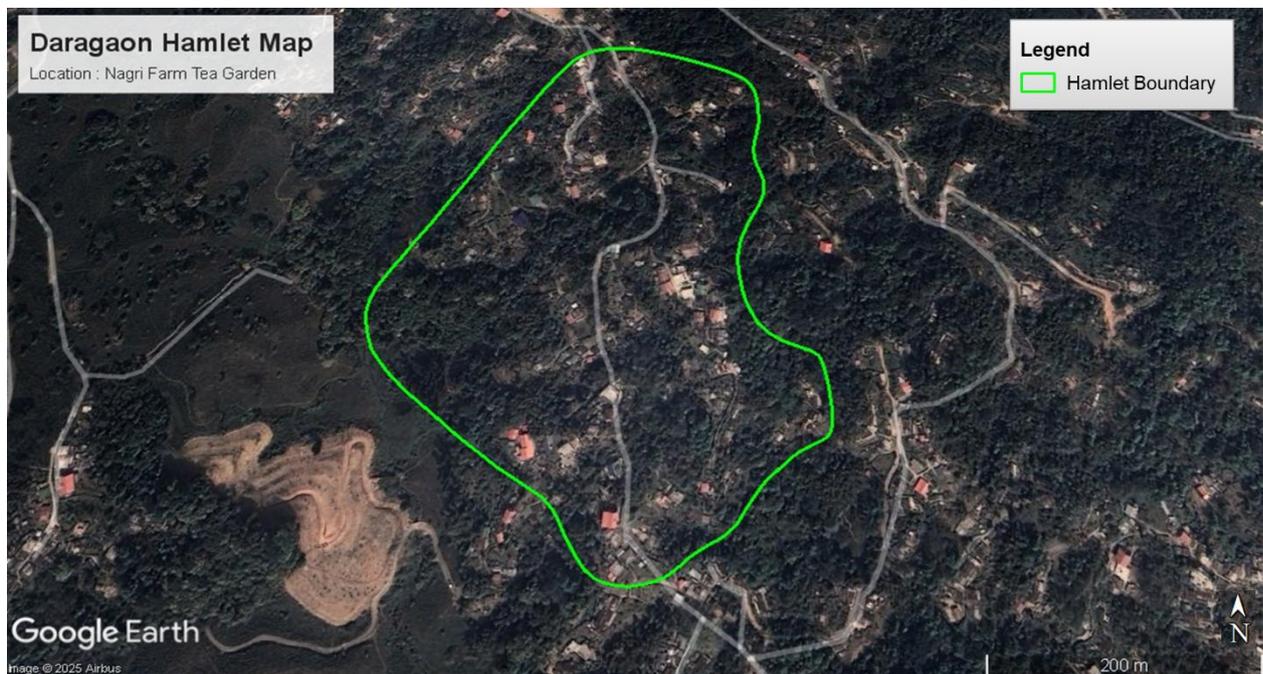
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## I. Introduction & context

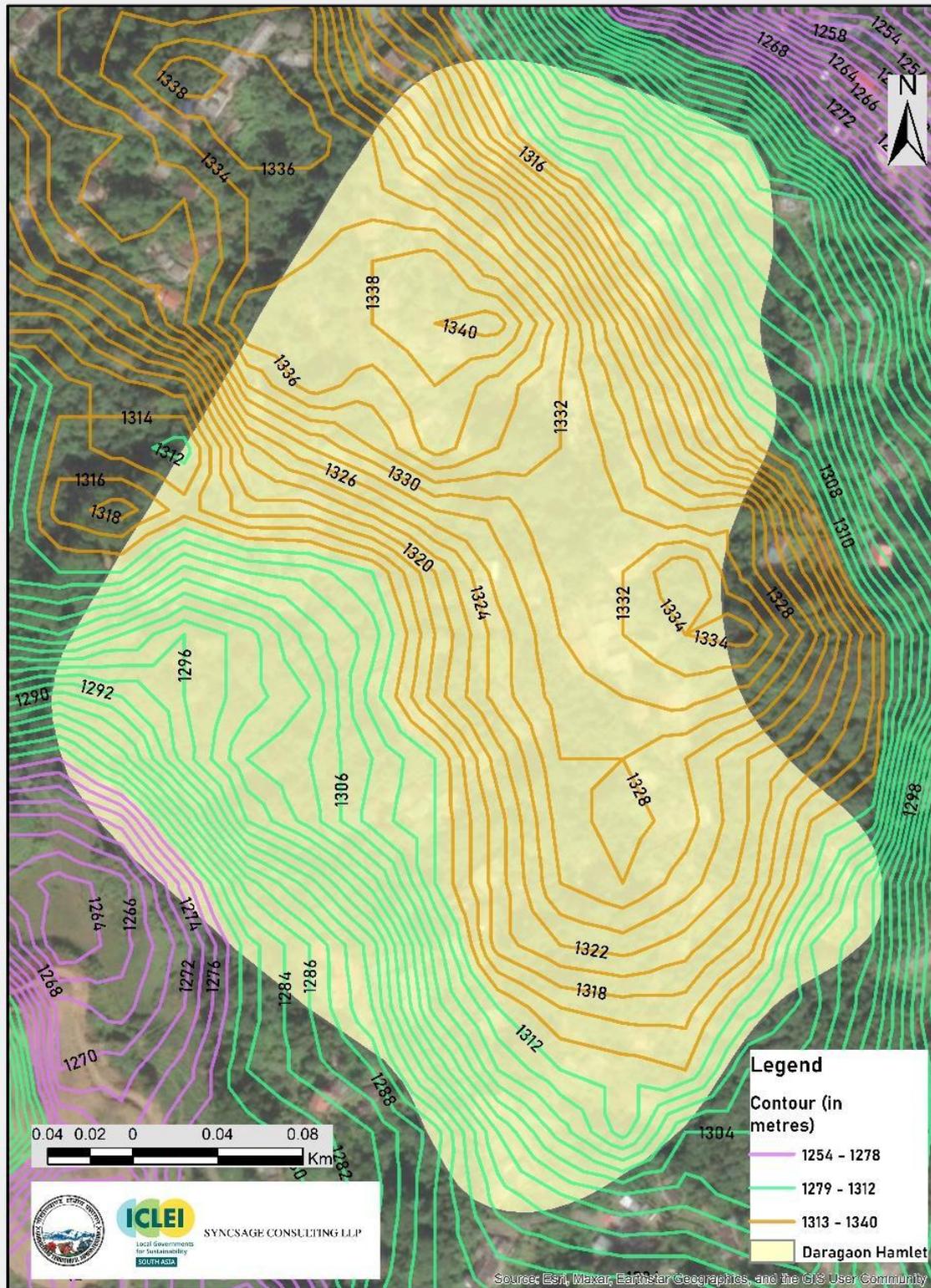
This tender contains the Terms of Reference (ToR) which outlines the requirements for selecting a successful bidder for the Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal. ICLEI Local Governments for Sustainability, South Asia Secretariat, hereinafter referred as 'ICLEI SA', intends to implement a Turnkey water supply pilot demonstration project in Daragaon hamlet located in Nagri Farm 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 Daragaon hamlet located in Nagri Farm Tea Garden. Daragaon hamlet lies within the Nagri Farm Tea Garden in Pokhriabong-III gram panchayat. The terrain is notably steep, with elevation ranging from roughly 1,254 to over 1,340 metres above mean sea level (Figure 1). A distinct ridgeline traverses the landscape, shaping both surface water flow and spring recharge zones. This ridgeline serves as a natural watershed divide, with runoff channelling either towards Naopokhri, the principal downstream collection point within the hamlet, or into neighbouring settlements such as Limbu Gaon and Modi Gaon. Contour mapping confirms closely spaced elevation lines, indicating sharp vertical gradients across short horizontal distances.



**Figure 1: Hamlet boundary map, Daragaon**

### Contour Map, Daragaon Hamlet, Nagri Farm



**Figure 2: Daragaon 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)

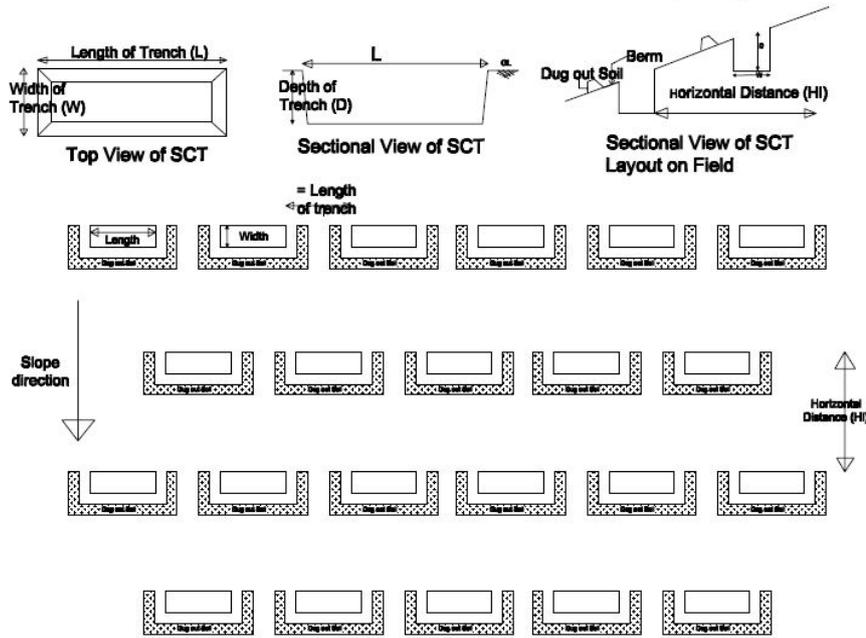


Figure 3: Layout of SCT

#### 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 of SCT	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. Retrofitting and repair of existing inlet water tank

One (1) Inlet water tank of 13.7 KLD capacity exists on Naopokhri side. The bidder shall repair and retrofit this tank as per specifications given below

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
1	Tank cleaning, desilting, and others prevention of all leakage	1	2	2	3.5	14.00	Cu.m
2	<b>Soling (6 inch - depth)</b>						
	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	2	0.15	0.60	Cu.m
3	<b>do- by fine sand</b>						
	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	2	0.15	0.60	Cu.m
4	<b>Plaster work</b>						
	Inner wall (6 mm thick waterproof plaster (1:4) including base						
	Inner wall -1	2	2.00	3.50		14.0	Sq.m
	Inner wall -2	2	2.00	3.50		14.0	Sq.m
	base	1	2.00	2.00		4.0	Sq.m
	Slab	1	2.00	2.00		4.0	Sq.m
5	<b>Colour washing</b>					36.00	Sq.m

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	Colour washing with any shade with Stainers, as required including cleaning and smoothening surface thoroughly:						
	Outer wall - 1	2	2	3.5		14	Sq.m
	Outer wall - 2	2	2	3.5		14	Sq.m

### 3. Retrofitting and repair of existing collection tank

The bidder shall repair and retrofit existing one (1) collection tank of 11 KLD capacity as per BOQ given below.

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
1	Tank cleaning, desilting, and others prevention of all leakage	1	2.2	2	2.5	11.00	Cu.m
	<b>Soling (6 inch - depth)</b>						
2	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) completes as per direction. (a) Single brick flat soling (thickness 75 mm.)	1	2.2	2	0.15	0.66	Cu.m
	<b>do- by fine sand</b>						
3	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	1	2.2	2	0.15	0.66	Cu.m

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	made on measurement of finished quantity						
4	<b>Plaster work</b>						
	Inner wall (6 mm thick water proof plaster (1:4) including base						
	Inner wall -1	2	2.20	2.50		11.0	Sq.m
	Inner wall -2	2	2.20	2.50		11.0	Sq.m
	base	1	2.20	2.00		4.4	Sq.m
	Slab	1	2.20	2.00		4.4	Sq.m
5	<b>Colour washing</b>					30.80	Sq.m
	Colour washing with any shade with Stainers, as required including cleaning and smoothening surface thoroughly						
	Outer wall - 1	2	2	3.5		14	Sq.m
	Outer wall - 2	2	2	3.5		14	Sq.m

#### 4. Retrofitting and repair of existing distribution tanks

The bidder shall repair and retrofit existing two (2) distribution tanks of 7.5 KLD capacity each as per BOQ given below.

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

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
1	Tank cleaning, desilting, and others prevention of all leakage	1	2	2	1.9	7.60	Cu.m
2	<b>Soling (6 inch - depth)</b>						
	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	1	2	2	0.15	0.60	Cu.m

Sl. No.	Description of work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	when more than one layer is used) completes as per direction. (a) Single brick flat soling (thickness 75 mm.)						
3	<b>do- by fine sand</b>						
	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	2	0.15	0.60	Cu.m
4	<b>For plaster work</b>						
	Inner wall (6 mm thick water proof plaster (1:4) including base						
	Inner wall -1	2	2.00	1.90		7.6	Sq.m
	Inner wall -2	2	2.00	1.90		7.6	Sq.m
	base	1	2.00	2.00		4.0	Sq.m
	Slab	1	2.00	2.00		4.0	Sq.m
5	<b>For Colour washing</b>					23.20	Sq.m
	Colour washing with any shade with Stainers, as required including cleaning and smoothening surface thoroughly						
	Outer wall - 1	2	2	1.9		7.6	Sq.m
	Outer wall - 2	2	2	1.9		7.6	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)	Breadth (m)	Height (m)	Quantity	Unit
1	Supply of High-Density Polyethylene 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	515			515	meter
	(40 mm ~ 0.13 ft dia pipe) dia meter of pipe is 40 mm, length of pipe - 497 meter						
	max @ 6kg/Sq.cm Working Pressure						
2	Supplying, fitting and fixing PP Ball Valve of approved brand and make tested to 21 kg per sq. cm. (for water lines only)	nos				4	pcs
	DN @ 40 mm (HDPE Material)						
3	Supplying, fitting and fixing Pib cock of approved brand and make tested to 21 kg per sq. cm. (for water lines only)	nos				10	pcs
4	Supplying, fitting and fixing Fabrigated Elbow (45°) and joint Hdpe pipe of approved brand and make tested to 6kg. (for water lines only)	Nos				30	Pcs
	Size 40 mm Elbow = 15 pcs & Joint HDPE pipe = 15						
5	Supply fitting and fixing FABRICATED TEE of approved brand and make tested to 6kg.(for water lines only)	Nos				15	Pcs

## 6. Pump house

The bidder shall construct one (1) pump house (3.25 metre × 3.25 metre dimension) at Naopokhri site to house the various pumping and solar equipment.

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
1	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 upto 50M including all lifts, levelling , ramming the foundation trenches, removing roots of trees, scrubs all complete as per approved design, building specification and direction of E/I.						
	For Walls	4	3.25	0.875	1.075	12.23	
					Total	12.23	Cu.m
2	Filling in foundation trenches and plinth in layers not exceeding 150 mm thick well-watered, rammed fully compacted and fine dressed with earth obtained from excavation of foundation trenches within a lead of 50 m and lift of 1.5 m all complete as per building specification and direction of E/I (Mode of measurement compacted volume).					3.77	Cu.m

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
3	Providing coarse clean sand in filling in foundation trenches or in plinth including ramming and watering in layers not exceeding 150mm thick with all leads and lifts including cost of all materials, labour, royalty and taxes all complete as per building specification and direction of E/I. (Mode of measurement compacted volume).						
	Below lean concrete.	4	3.25	0.875	0.150	1.71	
	Below flooring.	1	3.00	3.00	0.186	1.67	
	In Steps	1	1.20	0.70	0.100	0.08	
					Total	3.46	Cu.m
4	Providing designation 75B one brick flat soling joints filled with local sand including cost of watering taxes royalty all complete as per building specification and direction of E/I.						
	Below wall foundation	4	3.25	0.875		11.38	
	In Steps foundation	1	1.20	0.70		0.84	
						12.22	Sq.m
5	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - all work upto plinth level.						
	1:4:8 (1 Cement :4 Coarse Sand (zone - III) : 8 graded stone aggregate 40mm nominal size)						
	In lean concrete	4	3.25	0.875	0.10	1.14	
	In flooring	1	3.00	3.00	0.075	0.68	
	In Steps	1	1.20	0.70	0.100	0.08	
					Total	1.90	Cu.m

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
6	Providing designation 75A brick work in C.M. (1:6) in foundation and plinth with approved quality of clean coarse sand of F.M. 2 to 2.5 including providing 10mm thick mortar joints, cost of screening materials, raking out joints to 15mm depth, curing, taxes and royalty all complete as per building specification and direction of E/I.						
	In Walls	4	3.25	0.75	0.15	1.46	
	In Steps	1	1.2	0.30	0.15	0.05	
					Total	1.51	Cu.m
7	Providing and laying damp-proof course 50mm thick with cement concrete 1:2:4 (1 cement : 2 coarse sand(zonell) : 4 graded stone aggregate 20mm nominal size).	4	3.25	0.25		3.25	Sq.m
8	Providing designation 75A Brick work in C.M (1:6) in superstructure with approved quality of clean coarse sand of F.M. 2 to 2.5 including providing 10mm thick mortar joints, cost of screening materials, raking out joints to 15mm depth, curing, taxes and royalty all complete as per building specification and direction of E/I.						
	In Walls	4	3.25	0.25	2.80	9.10	
	In parapet wall in C.M. (1:6)	4	3.25	0.25	0.15	0.49	
					Total	9.59	Cu.m
	Deduct for						
Door	1	0.90	0.25	2.100	0.47	Cu.m	

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	<b>Net Brick Work</b>					9.12	Cu.m
9	Reinforced cement concrete work in beams, suspended floors , roofs having slope upto 15 degree landings, balconies, shelves, chajja, lintels, bands, plain window sills, staircase & spiral stair cases above plinth level upto floor five level excluding the cost of centering , shuttering finishing and reinforcement, with 1:1.5:3 (1 Cement : 1.5 Coarse Sand (zone - III) : 3 graded stone aggregate 20 mm nominal size) In Lintel						
	In lintel Beam for door opening	1	1.20	0.25	0.15	0.05	Cu.m
	In Sunshed 63 mm chhajja in RCC M200	2	1.20	0.50	0.06	0.08	Sq.m
	In Counter Slab 35 mm shelves	1	1.45	0.85	0.035	0.04	Sq.m
10	Reinforced cement concrete work in beams, suspended floors , roofs having slope upto 15 degree landings, balconies, shelves, chajja, lintels, bands, plain window sills, staircase & spiral stair cases above plinth level upto floor five level excluding the cost of centering , shuttering finishing and reinforcement, with 1:1.5:3 (1 Cement : 1.5 Coarse Sand (zone - III) : 3 graded stone aggregate 20						
		1	3.70	3.70	0.10	1.37	Cu.m

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	mm nominal size) In Roof Slab						
11	Providing Tor steel reinforcement of 8mm. 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					0.11	MT
12	Providing 12mm thick cement plaster (1:6) with clean coarse sand of F.M. 1.5 including screening, curing with all leads and lifts of water, scaffolding taxes and royalty all complete as per building specification and direction of E/I.						
	In Walls	2 x 4	3.25		3.50	91.00	
	In Steps	1	1.20		0.60	0.72	
						91.72	Sq.m
	Deduct for						
	Door	1	0.90		2.100	1.89	Sq.m
	<b>Net Plaster</b>					<b>89.83</b>	<b>Sq.m</b>
13	Providing 6mm thick cement plaster (1:4) in ceiling with clean coarse sand of F.M. 1.5 including	1	3.00	3.00		9.00	Sq.m

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	screening, curing with all leads and lifts of water, scaffolding taxes and royalty all complete as per building specification and direction of E/I.						
14	White washing three coats over new surface in ceiling.	1	3.00		3.00	9.00	Sq.m
15	Providing two coat of snowcem of approved shade and make over a coat of cement of primer on new surface including preparing the plastered surface smooth with sand paper, soaping, curing and taxes all complete as per building specification and direction of E/I.						
	Outer Walls	4	3.50		3.50	49.00	
	Parepet Walls	4	3.50		0.15	2.10	
					Total	51.10	Sq.m
16	Supplying fitting and fixing oxidised iron fittings of approved quality and make to doors and windows all complete as per building specification and direction of E/I						
	100 mm butt hinge	4				4.00	Nos
17	Supplying fitting and fixing 35mm thick solid core type non-decorative single leaf flush shutters in doors and windows with black board core blended with high quality phenol formaldehyde synthetic resin both side commercial veneered of standard make with oxidised iron fittings hinges, tower bolts,	1		0.90	2.10	1.89	Sq.m

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	handle, cleats and sand blocks and taxes all complete as per building specification and direction of E/I.						
18	Supply, fitting and fixing good quality well dressed and well-seasoned sal wood work in chaukhats in doors, windows opening... Including wedge over all clamps complete including application of two coats of wood preservative of approved quality on the surface butting walls and lintels all complete as per building specification and direction of E/I.						
	Door Frame	1	0.100	0.075	5.10	0.04	Cu.m
19	Providing two coats of synthetic enamel paint of approved shade and make over steel surface including cleaning the surface thoroughly cost of scaffolding and taxes all complete as per building specification and direction of E/I.						
	For Door					1.00	Sq.m
20	Providing french spirit polishing over new wooden surface to give desired texture and gloss with approved make and shade of ready mixed french polish including cleaning the surface after removing dirt scales, smokes, grease and sand	1x2 .5		0.90	2.10	4.73	Sq.m

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	papering, including cost of scaffolding and taxes all complete as per building specification and direction of E/I.						
21	Making plinth protection 50 mm thick of cement concrete 1:3:6 (1 cement: 3 coarse sand: 6 graded stone aggregate 20 mm nominal size) over 75 mm bed of dry brick ballast 40 mm nominal size well rammed and consolidated and grouted with fine sand including finishing the top smooth.	2	5.00	0.75		7.50	
		2	3.50	0.75		5.25	
					Total	12.75	Sq.m
22	Providing and fixing on wall face unplasticised - Rigid PVC rain water pipes conforming to IS : 13592 Type A. 110 mm dia	1				3.30	No.
23	Providing and fixing on wall face unplasticised - PVC moulded fittings / accessories for unplasticised - Rigid PVC rain water pipes conforming to IS : 13592 Type A. 110 mm shoe.	1				1.00	No.
24	Providing and fixing to the inlet mouth of rain water pipe cast iron grating 15 cm diameter.	1				1.00	No.
25	Providing and laying water proofing treatment on roofs of slab applying cement slurry mixed with water proofing cement component consisting of						

Sl. No	Description of Work	No	Length (m)	Breadth (m)	Height (m)	Quantity	Unit
	applying a) after surface prepatration, first layer of slurry of cement @ o.488 kg/sqm.....						
		1	3.00	3.00		9.00	Sq.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 Daragaon 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](mailto:shruti.sadhukhan@iclei.org)  
[siba.das@iclei.org](mailto:siba.das@iclei.org)  
[souhardo.chakraborty@iclei.org](mailto: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.

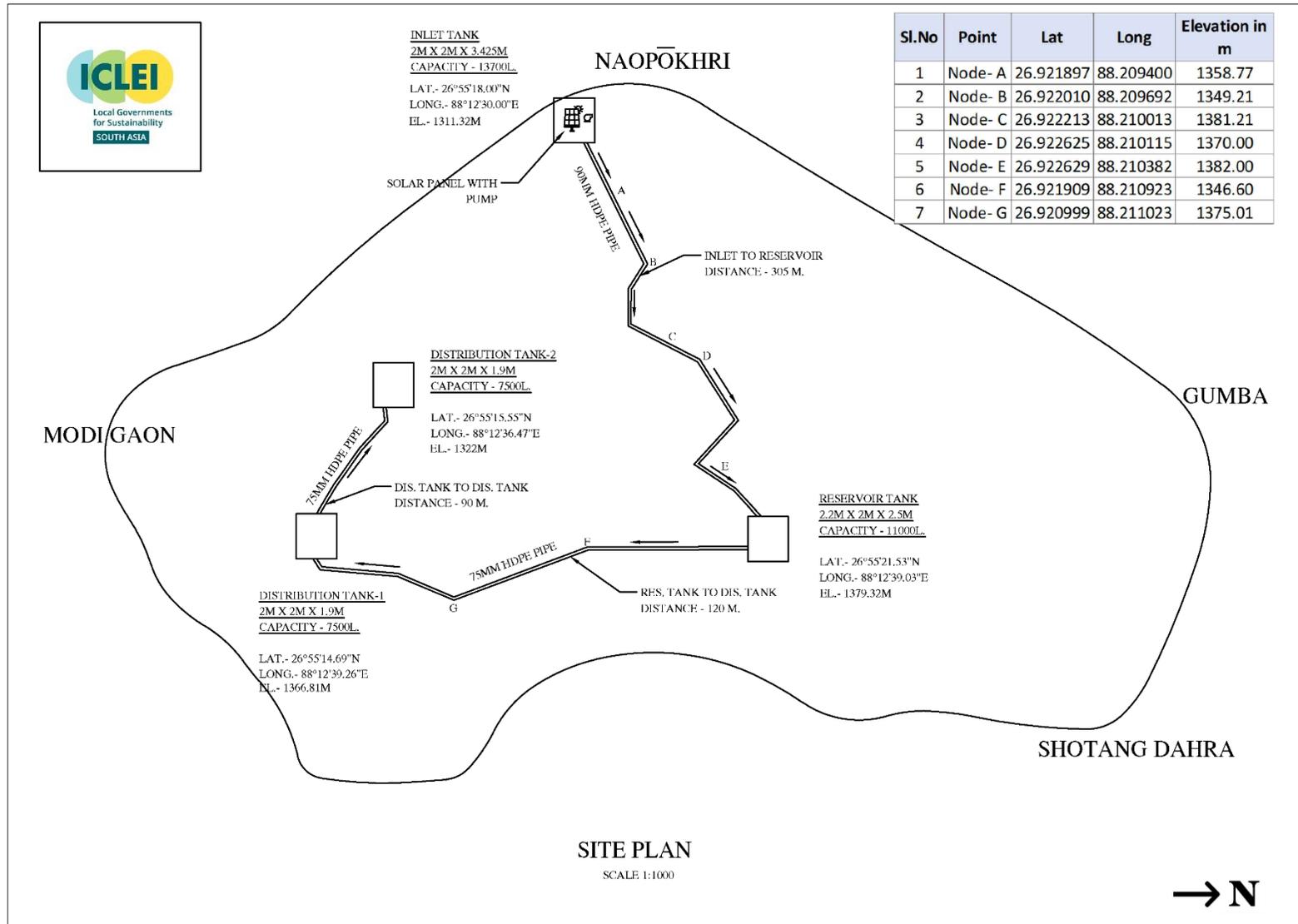
Milestones		Payment Terms
1	Within 15 days of issue of Work Order	20% of Total Contract Value
2	Within two weeks of issue of project commissioning letter	70% of Total Contract Value
3	End of year 1 of AMC period	10% of Total Contract Value
4	Within 60 days of end of AMC period	Refund of EMD amount

## 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](mailto:souhardo.chakraborty@iclei.org)

## Annexure 1: Site layout plan



## Annexure 2: Pump house specifications

