

Government of West Bengal
Office of SPIU, NCRMP – II
Department of Disaster Management & Civil Defence
Tran Bhawan, 5th Floor
87 A, S.N. Banerjee Road,
Kolkata – 700014
Office Phone No.: 033 2264 - 0275
E-mail id: sencrmp2@gmail.com

NOTICE INVITING QUOTATION No.02/SPIU/NCRMP-II/2017-18

Memo no.: 227/NCRMP-II/51/16

Date: 08.12.2017

E – Quotation is hereby invited by the Deputy Project Director, SPIU, NCRMP-II , Department of Disaster Management & Civil Defence from bonafide, reliable, resourceful and experienced quotationer /bidder for deployment of the following personnel for the work mentioned in the Table below (submission of Quotation through online):

Sl.No	Name of Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Cost of Documents	Period of completion	Eligibility of Quotationer
1	Deployment of (1) Sweeper – 2 no. and (2) Security Guard – 9 no. at TRAN BHAWAN, 87A, S.N. Banerjee Road, Kolkata – 700014	/	30,000/- (thirty thousand)	Intending bidders shall not have to pay the cost of quotation documents for the purpose of participating in e-Quotation.	2(Two) year.	Bonafide ,Resourceful Firms/ /Agency having requisite sufficient capacity and financial background.

- In the event of e-filling, intending bidder may download the Quotation documents from the website: - <http://wbtenders.gov> in directly with the help of Digital Signature Certificate. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. has been stopped for e-Quotation procurement vide memorandum no 3975-F(Y) dated 28.07.2016 . Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC

Code and e- Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid Documents.

2. **Financial Bid is to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.**
3. Both Technical bid and Financial Bid are to be submitted concurrently in two separate envelopes on line.
4. The Technical Bid and Financial Bid has to be submitted on or before **23.12.17 upto 2-30 P.M.**
5. The **FINANCIAL OFFER** of the prospective Quotationer will be considered only if the **TECHNICAL Documents** of the Quotationer are found qualified by the Deputy Project Director, SPIU, NCRMP-II, Department of Disaster Management & Civil Defence. The decision of the committee headed by the Principal Secretary of Department of Disaster Management & Civil Defence will be final and absolute in this respect. The list of Qualified Quotationers will be displayed both in the website and in the notice board of the Project Manager, Disaster Management & Civil Defence Department, on the scheduled date and time.
6. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
7. Bid shall remain valid for a period not less than 120 days after the deadline date for Financial Bid submission.

8. Important Information

DATE AND TIME SCHEDULE:

N.B.: In case of any non-scheduled holiday / bandh / strike on any of the date of opening the next working day will be treated as schedule date for the purpose.

SI No	Particulars	Date & Time
1	Date of uploading of N.I.Q. Documents (Publishing Date)	08.12.2017
2	Pre bid meeting	14.12.2017 at 2.00 p.m.
3	Quotation Submission start date	17-12-2017 at 2.30 p.m.
3	Quotation Submission closing date	23-12-2017 at 2.30 p.m.
4	Quotation opening date	26-12-2017 at 3.00 p.m.

9. LOCATION OF CRITICAL EVENT

a) Address for opening of quotations :

Chamber of the Project Manager & Superintending Engineer, SPIU, NCRMP-II , Department of Disaster Management & Civil Defence , ‘Tran Bhavan’, 5th Floor, , 87 A, S.N. Banerjee Road,, Kolkata – 700014

10. **No interest would be paid on the Security Deposit.**
11. All Quotationers are requested to present in office of the Project Manager & Superintending Engineer, SPIU, NCRMP-II , Department of Disaster Management & Civil Defence , ‘Tran Bhavan’, 5th Floor, , 87 A, S.N. Banerjee Road,, Kolkata – 700014 during opening the financial bid.
12. **Earnest Money** :The amount of Earnest Money Rs. 30,000/- (Rupees thirty thousand only) should be remitted his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e–tendering portal. Intending Bidder will get the Beneficiary details from e–Quotation portal . This clause is also applicable for all categories of applicants except those are exempted as per Government Order no.1110F, dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal. As per memo no. -3975-F(Y) dated 28/07/2016 of Finance Department, Audit Branch, Govt. Of West Bengal, the system of online submission of Earnest Money Deposit / Quotation fees by the bidders participating in e-procurement through state Government e-procurement portal of State Govt. departments and it’s subordinate offices, PSUS, Autonomous and Local Bodies, PRIs etc. will be mandatory with effect from 1st September, 2016. Refunds / settlements will be made as per procedures laid down in the said memo. Therefore, with effect from 1st September, 2016 no Demand Draft or anything like this will be entertained as Earnest Money Deposit / Quotation fees in respect of e-Quotation.
13. Balance amount of Earnest money if any required (calculated on the basis of 2% of total quoted value) has to be deposited by the successful bidder(s) at the time of issuance of work order by “Deputy Project Director, SPIU, NCRMP-II ,Department of Disaster Management & Civil Defence”. The earnest money of the successful bidder(s) (being converted to security deposit) deposited, will remain under the custody of the department till satisfactory completion of the work in full.
14. As per memo no. 547-W(C)/1M-387/15 dated 16/11/2015, Government of West Bengal introduced panel measures of Suspension and Debarment of Contractors Suppliers and Consultants who are participating in Quotation process as well as selected for execution of Public Works for their false declaration or forgery or falsification of records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay in execution of the public works or execution of faulty works. The detailed guidelines are annexed in the said memorandum.
15. The bidder, at his 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 this NIQ before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense. No additional claim will be entertained later on.
16. Deputy Project Director ,NCRMP-II reserves the right to reject any or all the bids and / or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any expenditure that might have been incurred by any quotationer at the stage of bidding.

17. REFUND OF EMD: EMD will be refunded to all the Bidders except successful one within one month from the date of acceptance of successful Bid.
18. The intending quotationers are required to quote the rate online only.
19. Successful quotationer / 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.
20. During scrutiny, if it comes to the notice to the quotation inviting authority that the credential(s) and / or any other paper(s) of any bidder / quotationer has / have been found incorrect / manufactured / fabricated, that bidder will not be allowed to proceed in the bid process further and penal action may be initiated by the department against the bidder along with rejection of his bid. Deputy Project Director , NCRMP-II reserves the right to cancel the e-NIQ at any time and no claim in this respect will be entertained.
21. In case of any objection regarding technical evaluation by an intending bidder that should be lodged to Deputy Project Director , NCRMP-II within 48 hours from the date and time of online publications of list of qualified Bidder after Technical Evaluation and beyond that time schedule no objection will be entertained.
22. At any time the e-NIQ inviting authority may verify the originals as submitted by the intending quotationers and he must cooperate with the department in all manners and if any false/incorrect/fabricated documents are found his quotation will not only be rejected; penal action as decided by the department will also be imposed upon him.
23. If any discrepancy arises between two similar clauses on different notification(s), the clauses as stated in later notification will supersede the former one in the following sequence:
 - i) Special Terms and Conditions
 - ii) e-NIQ
24. With whom the acceptance of quotation vests: Deputy Project Director ,SPIU,NCRMP-II, West Bengal
25. Intending quotationers are required to submit online self-attested photocopies of valid partnership deed (in case of partnership firm), current P.TAX deposit challan / professional tax clearance certificate, PAN Card, GST Registration Certificates, trade license, credentials.
26. All intending quotationers are requested to be present during online opening of bids / Quotations positively, if considered necessary, instant offline bid may be conducted immediately after opening of bids to lower down rated and in no case his/their absence will stand against holding such bid.
27. No work shall be commenced or liability incurred until the work-order issued.
28. The acceptance of the quotation will rest with the Deputy Project Director, NCRMP-II who does not bind himself to accept the lowest quotation & reserve the authority to reject any or all the quotations received without assigning any reasons.
29. If any quotationer/bidder withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, the EMD so deposited will be

forfeited and he shall be disqualified for submitting quotation to this department for minimum period 1 (one) year.

30. Successful quotationer/ bidder will be required to obtain valid Registration Certificate & Labour license from respective Regional Labour offices where construction work by them are proposed to be carried out as per clause u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.
31. Power of attorney holders are not allowed to sign Tender Document unless otherwise properly authenticated by the competent Authority of the organisation/ company.
32. Successful quotationer will be required to observe the following conditions strictly:
 - a) Employees' Provident and Miscellaneous Provision Act, 1952 and Employee State Insurance Act, 1948 should be strictly adhered to whenever such Acts become applicable.
 - b) Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments within the time as per law. Payment, wherever applicable has to be made.
 - c) Adequate safety and welfare measures must be provided as per provisions of the building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2004.
33. All liabilities arising out of engagement of workers are duly met before submission of bills for payment.
34. The quotation documents & other relevant particulars (if any) may be seen by the intending quotationers during office hours in the office of the NCRMP-II, TRAN BHAWAN, 87A, S.N. Banerjee Road, Kolkata – 700014 on all working days (except Saturday and Sunday and any other Govt. Holidays)
35. No joint venture is allowed.
36. Intending quotationers will have to satisfy the NCRMP-II about their capability & resourcefulness (yearly turnover of the intending quotationer) to complete such works within the scheduled time with their income tax, PAN sale tax & professional tax clearance certificate along with GST registration certificate, as applicable while applying online to be technically qualified. The intending quotationers while participating in the Quotation shall have to furnish a list of works of similar nature & magnitude executed by them during the last 5 (five) years with necessary satisfactory completion certificate from any Government Organisations. In absence of the above details quotation will be rejected.
37. Intending quotationers are requested to inspect sites and quote their consolidated rate online (inclusive of cost of man power, tools & tackles, machineries, necessary materials and management fee and service tax, if any etc.) as per person per month(both in figures and in words). No conditional/incomplete quotations will be entertained.
38. The successful quotationer (Quotationers/Bidders) shall have binding with terms & conditions and special terms & conditions of this e-NIQ and with attached sheets.

39. Selected contractor should engage personnel having public interaction skill, effective verbal and listening communication skills. The personnel should possess cultural awareness and sensitivity and be flexible.
40. Selected contractor and his personnel must be conversant with legal regulations and safety issues and the contractor must ensure that safety standards and buildings regulations are met.
41. Selected contractor should ensure that none of his personnel stays at site beyond duty hours unless otherwise instructed by concerned Officer.
42. Selected contractor will have to submit to Deputy Project Director, NCRMP-II the list of personnel with their photo, photo identity proof, address proof, license duly attested by the person concerned and by the contractor.
43. Selected contractor shall take all possible care for Govt. Property & of any damages due to negligence of his workers, the contractor/Agency shall be responsible for all such damages & repair the same at his own cost.
44. Intending quotationers should quote consolidated rate considering the services to be provided as per terms & conditions and special terms & conditions including cost of materials to render such services and also considering that all tools will have to be arranged by the contractor.
45. Selected contractor should maintain an attendance register duly certified by the Concerned Officers. This register would always be available for verification by Higher Authority and other officials concerned with NCRMP-II.
46. Selected contractor would be responsible to ensure payment of minimum wages to engaged persons as per Labour Department's circular in vogue.
47. For any unsatisfactory performance of any personnel, the contractor will be responsible.
48. Personnel engaged by the contractor if found guilty of any misconduct will be expelled without prior intimation to the contractor/ agency . Post factor notice will be served for appraisal.
49. The selected contractor shall submit monthly bill to the concerned officers after completion of each month for payment.
50. The contract may be terminated by giving one month notice on either side and on this event, no claim for idle labour etc. shall be entertained.
51. Arbitrations will not be allowed for the work. The clause 25 of 2911(ii) is to be considered as deleted clause vide gazette notification no. – 558/SPW -13th December, 2011.

SPECIAL TERMS & CONDITIONS

a) **For job of Sweeper**

The sweeper should

- Sweep the compound of the Building including sprinkling of disinfectant at least twice in a week. This includes cutting of jungles & bushes & removal of dead animals, if any
- Sweep the common staircase including corridor of all the floors of the building daily (except holidays) including mopping of floors at least twice in a week.
- Brush and clean the surface drain every day.
- Clean the garbage from dustbin every day.
- Washing of all the toilets of the Building daily with water and applying phenyl/disinfectants including scrapping floors with suitable brush.
- Clean the roofs of the blocks once in a month.
- Spread bleaching powder, lime & phenyl etc. at least twice in a week.
- Remove chockage of SW line & SW trap, inspection pit, septic tank etc. as and when necessary.
- Operate water line as and when necessary in case of emergency.
- Be present at site from 8.00 AM TO 4.00 PM (inclusive of one hour recess) on all working days.
- After receiving requisitions from the concerned officer (Project Manager / Deputy Project Director) promptly address the problems to the satisfaction of the occupants concerned.

b) **For job of Security Guard**

The job of Security Guard is general caretaking and protection of buildings of entire housing estate with infrastructures i.e. structure, door and window frames and shutters including all fixtures complete and roof top tanks, all external pipe line, all electrical equipment with complete wiring and its fittings; also main switches installation below stair case; sanitary and plumbing lines with valves, valve chamber, pathways, lamps, septic tanks, inspection pit, gabions etc. and all properties within the housing complex including all parts of boundary wall and the security guard against any loss and pilferage from the Housing Estate.

The Security Guards should wear uniform and should be equipped with security equipment provided by the contractor.

The duty hours of security guards would be 24 x 7 in three shifts per day.

INSTRUCTION TO BIDDERS / QUOTATIONERS

General guidance for e-tendering / e-NIQ

Instructions/Guidelines for tenders / quotationers for electronic submission of the tenders / quotationers online have been annexed for assisting the intending quotationers to participate in e-NIQ / e-tendering.

1. Registration of Contractor:

Any contractor willing to take part in the process of e-tendering (e-quotation) will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbttender.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC):

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite amount. Details are available at the Web stated in clause – 2 of Guideline to bidder. DSC is given as a USB E – Token.

3. The contractor can search & download NIQ & Quotation Documents electronically from computer once he logs on to the website mentioned in clause-2 using the Digital Signature Certificate. This is the mode of collection of Tenders/Quotation Documents.

4. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm (he has to be legally empowered to do so). If found to have applied severally in a single job, all his applications will be rejected for the job and penal action may be taken against him as deemed fit by the department.

5. Submission of Quotations:

General process of submission: Quotations are to be submitted through online to the website stated in clause-2 in two folders at a time for each work, one in technical proposal and the other in financial proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded (virus scanned only) duly digitally signed. The documents will get encrypted (transformed into non readable format).

A. TECHNICAL PROPOSAL:

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

A-1. Statutory Cover File Containing

- i. Scan copy of Challan of RTGS/NET BANKING towards earnest money (EMD) as prescribed in the e-NIQ
 - ii. NIQ (properly uploaded and digitally signed).
- (The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid)

A-2. Non Statutory/Technical Documents

- i. Professional Tax Clearance certificate / Professional Tax Deposit receipt, Challan for the financial year 2017-2018, PAN Card, GST Registration Certificate.
- ii. Registered deed of partnership firm.
- iii. Trade license from the respective municipality/panchayat etc.
- iv. Requisite credential certificate.
- v. Requisite turnover documents.
- vi. Credential for completion of similar nature of work executed under any Government organisations during last 5 (five) years prior to the date of issue of this e-NIQ is to be furnished. Scanned copy of Original Credential Certificate as stated Clause 39 of General terms and conditions of this e-NIQ.
- vii. The firm shall be financially sound, and submit annual turnover and audited financial statement for the last two financial years available.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. PAN CARD 2. P. Tax challan (2017-2018) 3. Valid Trade Operating Status 4. GST Registration certificate
B.	Company Details	Company Details - I	1. Trade License 2. Certificate of Registration registered unemployed engineers' co-operative society / registered labour co-operative society (Relevant originals as per law will have to be produced in the office for verification as is applicable for other cases too).
C.	Credential	Credential	As mentioned in the NIQ.

I. Opening of Technical Proposal: Technical Proposals will be opened by The Project Manager, NCRMP-II along with Procurement Officer, Finance Officer, NCRMP-II. This will be done electronically from the website stated using their Digital Signature Certificate.

II. Intending quotationer may remain present if they so desire.

B. FINANCIAL PROPOSAL:

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ)
- ii. Downloaded copies of the above documents are to be uploaded after virus scanning is done & digitally signed by the contractor.

iii. Opening of Financial Proposal: Financial Proposals will be opened by The Project Manager, NCRMP-II along with Procurement Officer, Finance, NCRMP-II. This will be done electronically from the website stated using their Digital Signature Certificate.

6. Award of Contract: The Bidder / Quotationer whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.

SD/-
Deputy Project Director
SPIU, NCRMP-II
Dept. of Disaster Management
&
Civil Defence

Memo No./NCRMP-II/1(6) Date: _____

Copy forwarded for information & necessary action to:

1. The Project Director, NCRMP-II & Pr. Secy., Dept. of Disaster Management & Civil Defence.
2. The Chief Engineer, SPIU, NCRMP-II, Dept. of Disaster Management & Civil Defence.
3. The Deputy Project Director, NCRMP-II & Jt. Secy., Dept. of Disaster Management & Civil Defence.
4. Finance Officer, SPIU, NCRMP-II.
5. Procurement Officer, SPIU, NCRMP-II.
6. Office Copy.

SD/-
Deputy Project Director
SPIU, NCRMP-II
Dept. of Disaster Management
&
Civil Defence

DECLARATION BY THE BIDDER/QUOTATIONER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I/We have carefully gone through the Notice Inviting e-Quotation and other tender documents mentioned therein. I/We have also carefully gone through the "Schedule of Works".

My/Our tender/Quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Quotation to complete the proposed work in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

Signature of Bidder/Quotationer

Postal address of the Bidder/Quotationer