

Department of Disaster Management and Civil Defence
Government of West Bengal
‘Nabanna’, 2nd Floor, 325, SaratChatterjee Road Mandirtala
Shibpur, Howrah- 711102
Phone No.: 033-22145664/033-22143526
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NOTICE INVITING QUOTATION (ELECTRONIC MODE)

No: 2219 /RL/O/III/7M-58/2015

Date: 28.06.2017

e-Quotation is invited by Joint Secretary, Department of Disaster Management & Civil Defence on behalf of the Governor of West Bengal from eligible firms for the following work:- **Name of the work:** Provision for Closed User Group (CUG) Mobile Phone Connection Scheme for various Officials of Disaster Management & Civil Defence Department Government of West Bengal. **EMD:** Rs.50,000/- (Rupees fifty thousand) only. **Completion Period:** 21 days **Due Date :** 19/07/2017. **For submission:** Quotationers may visit <http://www.wbtenders.gov.in>. For detail of NIQ, interested firms may also visit website <http://wbdmd.gov.in>.

Sd/-

Joint Secretary

Department of Disaster Management & Civil Defence
Government of West Bengal

Government of West Bengal
Department of Disaster Management & Civil Defence
‘Nabanna’, 2nd Floor, 325, SaratChatterjee Road
Mandirtala, Shibpur, Howrah- 711102

NOTICE INVITING QUOTATION No. 01/NIQ/WBDM&CD/2017-2018

Memo no.2219- RL/O/III/7M-58/2015

Date :28/06/2017

The Joint Secretary of Department of Disaster Management & Civil Defence invite Quotation for the work detailed in the table below.

Sl. No.	Name of Work	Estimated Amount(Rs.)	Earnest Money (Rs.)	Cost of Documents	Period of completion	Eligibility of Quotationer
1	Provision for Closed User Group (CUG) Mobile Phone Connection Scheme for various Officials of Disaster Management & Civil Defence Department Government of West Bengal.		50000/- in favour of Joint Secretary , Department of disaster Management & Civil Defence	Cost of Quotation document and form 2911 is to be deposited by the lowest quotationer at the time of formal agreement	30 days from the date of issuance of notice to proceed with the work.	Bonafide, resourceful, reliable, experienced and licensed Mobile Service Provider eligible through pre-qualification.

1. 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.

Financial Bid is to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

2. Both Technical bid and Financial Bid are to be submitted concurrently in two separate envelopes on line.

3. The Technical Bid and Financial Bid has to be submitted on or before **19.07.2017 upto 2-00P.M.**

4. The **FINANCIAL OFFER** of the prospective Quotationer will be considered only if the **TECHNICAL Documents** of the Quotationer are found qualified by the Joint Secretary, 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 Joint Secretary, Disaster Management & Civil Defence Department, on the scheduled date and time.

5.1) Eligibility criteria for participation in the Quotation.

<u>Sl No</u>	<u>Parameter</u>	<u>Supporting Documents required when bidding</u>
<u>A</u>	<u>VALID LICENSE/PERMIT</u>	
<u>1</u>	Quotationer must be a valid license/permit holder to operate as GSM Mobile Service Provider in Kolkata and West Bengal Telecom Circle.	Copy of valid license/permit to operate as GSM Mobile Service Provider in the respective Circles are to be uploaded in the Technical Bid.
<u>B</u>	<u>PAST EXPERIENCE CRITERIA</u>	
<u>1</u>	Duration: Should have minimum 5 years' experience as independent GSM Mobile Service Provider with valid license and permit etc. In Kolkata and West Bengal Telecom Circle Countrywide Roaming Network availability is a must.	List of few Major Common User Group (CUG) projects executed/(completed) in the last 3 years and their present working status with customer details to be provided. Satisfactory completion/ongoing certificate stating value/No of Active connection from the Client to be enclosed.
<u>2</u>	Nature of Experience: should have provided single GSM mobile CUG of at least 1000 active connections for at least one individual customers over the past three years, preferably in Central or State Govt/PSU	Documentary evidence of executing projects covering all the aspects mentioned herein. Satisfactory completion/ ongoing certificate stating value of work from the client to be enclosed.
<u>3</u>	Technology experience: Should have appropriate experience in providing GSM Mobile CUG of 3G or above technology throughout Kolkata and West Bengal with at least 95 % good voice call certified by latest TRAI report. The quotationer should have valid 2G 3G & 4G spectrum (both) in its possession	Documentary evidence to be submitted in Technical Bid.

	in both Kolkata and West Bengal Circle.	
4	Number of 2G 3G& 4G Towers along with their particular Location in both Kolkata and West Bengal Circle to be submitted.	Self-Declaration complying this condition must be submitted in the technical part of the bid. Non-submission or suppression of fact, in any manner, if discovered, will lead to rejection of bid.

Comparative Performance of Telecom Service Providers in West Bengal & Kolkata Service Area is to be submitted Separately as per following Format:-

Cellular Mobile Telephone Service

Name of The Service Provider	QoS Parameter (Benchmark)	Base Stations (BTS) Accumulated Downtime: Non-availability of Mobile network in a month in %age	Accessibility: %age of calls made by subscribers and successful within operator's network	Connection (Retain ability)	Maintenance	Resolution of billing/charging complaints: % age of billing/charging complaints resolved within 4 weeks
				Call Drop Rate: %age of established calls getting disconnected due to network problems	%age of calls with good voice quality	
	Data Reported By					

Key Quality of Service (QoS) Parameters for quarter Ending on September, 2015, duly corroborated by declaration of TELECOM REGULATORY AUTHORITY OF INDIA, Mahanagar Doorsanchar Bhavan, Jawaharlal Nehru Marg (Old Minto Road), New Delhi-110 002 for quarter ending on September, 2015 must be submitted with technical bid.

Non Submission of above and/or parameters below the standard, if found from TRAI declaration against the quotationer, the Bid will be summarily rejected.

Sl. no.	Parameter	Supporting documents required when bidding
C	RESOURCES	
1	Having certified Officers of Manufacturer /Authorised System Integrator of the manufacturer for offered components that may be required to operate the CUG network by the service provider.	Self-declaration of list of resources required.
D	COMPANY CREDENTIALS	
1	The quotationer should not have been Debarred or blacklisted by any State or Central Govt/PSU in INDIA while executing similar nature of work. If any such dispute is pending at any Court of Law or under any Arbitration/similar process pending decision of debarring/blacklisting, detailed information must be enclosed.	Self-declaration by the quotationer required.

E	FINANCIAL CRITERIA	
1	Average annual Total Turnover in the last 3 financial years has to be at least Rs. 100 Crore	Copy of audited annual report
2	Profitability and Net worth of the company to be positive in at least one Financial Year during last 3-year period.	Copy of audited annual report

Since the information requested in this format shall be utilized to assess the Quotationer's capability to execute the subject Project, it would be in the interest of the Quotationer to include only those references **which are relevant for** Quotationer Qualification Criteria. The Quotationer shall also ensure that all information asked for is furnished and the same is correct and complete in all respects. Incorrect information furnished in this format shall render the bid/ order liable for rejection at any stage of evaluation / work execution, at the sole risk and cost of the quotationer.

N.B. :- Estimated /Executed amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate, similar nature of work.

ii) a) The Firms who have been delisted or debarred by any Government Department/PSU shall not be eligible in any way.

b) Any intending quotationers who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub rule under clause 3 of Quotation Form No. 2911 or terminated under any clause of Standard Bidding Document by the Officer-in-charge / Employer during last 3 (three) years will not be eligible to participate in any Directorate under this Department for another 2(two) years from the date of imposition of last termination notice by the Officer-in-Charge / Employer.

iii) The prospective quotationers shall have in their full time engagement experienced technical personnel, the minimum being sufficient Officering Degree holders and/or Officering Diploma holders (Authenticated documents in respect of qualification and engagement shall be furnished for Technical

Evaluation.) [Non statutory Documents]

iv) Valid up to date clearance of Income Tax / Professional Tax Clearance Certificate / P.T.(Deposit Challan) / PAN Card/ VAT Registration Certificate/ Voter ID/ for self identification to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents]

v) The prospective quotationers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective quotationers without which the Technical Bid shall be treated nonresponsive.)

vi) In case of Proprietorship, Partnership Firms and The Company Tax Audit Report in 3CD Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. (Non-Statutory documents)

vii) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non-Statutory documents)

viii) Declaration regarding Structure and Organisation duly signed by the applicant to be submitted along with application.

ix) A prospective quotationer participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.

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

ix) Where there is a discrepancy between the NIQ rate & the line item total resulting from multiplying the NIQ rate by the quantity, the NIQ rate quoted shall govern.

xii) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

xiii) The intending quotationer shall positively mention one telephone number, one mobile phone number and "e-mail ID" for easy communication as and when required. This should be uploaded as Non-Statutory Document.

xiv) The intending quotationer must have registered office / service centre in Kolkata and address of such office are to be mentioned as Non-Statutory Document.

xv) The intending quotationer shall have to follow the instruction mention hereunder —

"Where an individual person holds a digital signature in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any Quotation for and on behalf of such company or firm invariably upload a copy of registered power of attorney showing clear authorisation in his favour.

xvi) The power of attorney shall have to be registered in accordance with the provisions of the

Registration Act 1908.

6. The prospective Quotationer should have service centre equipped with requisite instruments and technical staff according to the requirements of works to be executed.
7. Call-rates can be considered on per-minute pulse basis instead of per-second, as CUG on roaming are available only on per-minute pulse across all service providers operating in Kolkata and rest of the Bengal Telecom Circle.
8. Initial service contract period may be considered to be of 12(Twelve) months after activation of CUG, which may be extended for further period on rendering satisfactory service by the Mobile Service Provider.
9. Successful quotationer has to declare call rates and data rates separately, beyond the state fixed values in the BOQ, which would not be taken into account while calculating the financial bid but would be entered into the agreement with the successful quotationer.
10. Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill will be 50% of the Quoted amount.
11. **Conditional bid or bid with clause of price variation will be rejected.**
12. **No mobilisation /secured advance will be allowed.**
13. **Rate(s) should be quoted in Financial Bid inclusive of all taxes and duties, as may be applicable**
 - The rates quoted by the Contractor shall be deemed to be inclusive of the VAT, Sales and other taxes that the Contractor will have to pay for the performance of this Contract. The Employer will perform such duties in regard to the deduction of such taxes at source (TDS) as per applicable law.
 - The Employer shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 28 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price.
 - If, after the date of this Contract, there is any change in the applicable law with respect to taxes and duties which increases or decreases the cost incurred by the Contractor for performing the Services, under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made judiciously.
14. In connection with the work, Arbitration will not be allowed.
15. **In no case permission will be accorded to any firm for more than 1 (one) job.**
16. **Bids shall remain valid** for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the Joint Secretary, Department of Disaster Management & Civil Defence as non-responsive.

17.A. 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.

Sl No	Particulars	Date & Time
1	Date of uploading of N.I.Q. Documents (Publishing Date)	29/06/2017
2	Pre bid meeting	06/07/2017 at 2.00 p.m.
3	Quotation Submission closing date	19/07/2017 at 2.00 p.m.
4	Quotation opening date	21/07/2017 at 12.00 p.m.

17.B. LOCATION OF CRITICALEVENT

Address for opening of quotations :

Chamber of the Joint Secretary of Disaster Management & Civil Defence, 'Nabanna', 2nd Floor, Room No. 203, 325, Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah-711102

18. If any defect/damage is found during the period as mentioned above Firm shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

Also the Prospective Quotationers shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of the Officer-in-Charge may be considered towards release of full Security Deposit.

A retention towards Performance Security amounting to 10 (ten) percent (including 2% Earnest money) of the billed amount shall be made by the Joint Secretary from 1st R.A. bill to Final bill. On Account of performance Security Deposit, amounting to 10% of the annual prospective expenditure as per BOQ for all CUG Connections, valid Bank Guarantee from any Scheduled Bank having transaction with Govt. Of West Bengal may be considered instead of Demand Draft/Pay Order.

No interest would be paid on the Performance Security Deposit.

19. All Quotationers are requested to present in office of the Joint Secretary, Department of Disaster Management & Civil Defence, at Nabanna, 2nd Floor, 325, Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah- 711102, during opening the financial bid. Joint Secretary may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Quotationer who will be present during opening of bid, or from any Quotationer who will be absent at the time of opening of Financial Bid. No informal

Quotation will be entertained in the Bid further.

20. Site of work will be handed over to the agency phase wise. Copy of the layout drawing shall be submitted by the Firm to the Department for approval. No claim in this regard will be entertained.

21. **Earnest Money** :The amount of Earnest Money Rs. 50000/- (Rupees fifty 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 in favour of “Joint Secretary ,Department of Disaster Management & Civil Defence”. against the work. 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.

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 “Joint Secretary , 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. Besides this, necessary percentage shall be deducted from the progressive bills so as to make it 10 % (ten percent) of the value of work billed for.

2. 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.

22. The Quotationer, at his own responsibility and risk is encouraged to visit and examine the site(s) of distribution of SIM cards and its Surroundings and obtain all information that may be necessary for repairing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

23. The intending Quotationers shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Joint Secretary, Department of Disaster Management & Civil Defence reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationer at the stage of Bidding.

24. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Quotationers' before participating in the NIQ.

25. Conditional/ Incomplete Quotation will not be accepted.

26. The intending Quotationers are required to quote the rate *in the prescribed format given in BOQ*

27. Firm 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.

28. During the scrutiny, if it comes to the notice to Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that quotationer would not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice. The Joint Secretary, Department of Disaster Management & Civil Defence reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

29. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Joint Secretary, Department of Disaster Management & Civil Defence within 24 (twenty-four) hours from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Evaluation Committee.

30. Before issuance of the WORK ORDER, the Quotation inviting authority may verify the credential and other documents of the lowest Quotationer if found necessary. After verification if it is found that the documents submitted by the lowest Quotationer is either manufactured or false in that case work order will not be issued in favour of the said Quotationer under any circumstances.

31 If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence :-

- i) Form No.2911
- ii) NIQ
- iii) Special terms & conditions
- iv) Technical Bid
- v) Financial Bid

32. Qualification criteria:

The Joint Secretary, Department of Disaster Management & Civil Defence will determine the eligibility of each quotationer, the quotationers shall have to meet all the minimum criteria regarding :-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) Experience/Credential

The eligibility of a quotationer will be ascertained on the basis of the self attested documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.

If any document submitted by a quotationer is either manufactured or false, in such cases the eligibility of the quotationer/ Quotationer will be out rightly rejected at any stage without any prejudice.

Sd/-

Joint Secretary
Department of Disaster Management
& Civil Defence

Memo No. : 2219/1(2)-RL/O/III/7M-58/2015

Date : 19/06/2017

Copy forwarded for information and wide circulation through Notice Board to :

1. The Sr. P.A. to the Principal Secretary, Department of Disaster Management & Civil Defence, Government of West Bengal along with specification for information.
2. Office Notice Board.

Sd/-

Joint Secretary
Department of Disaster Management
& Civil Defence

SECTION A

INSTRUCTION TO QUOTATIONERS

SECTION - A

1. General guidance for Quotationer

Instructions/ Guidelines for Quotations for submission of the Quotations have been annexed for assisting the Firms to participate in the NIQ.

1. The Firm can search & download NIQ& Documents from the website <http://wbttenders.gov> .This is the only mode of collection of Quotation Documents.

2. Participation in more than one work

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

A prospective quotationer(including his participation in partnership) shall be allowed to participate in a single work as mentioned in the list of schemes.

3. Submission of Quotations.

General process of submission: Quotations are to be submitted in two separate sealed envelopes marked as TECHNICAL and FINANCIAL quotations.

A. Technical proposal

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

A-1. Statutory Cover/ Technical file Containing

- i. Affidavits (Ref:- format for general affidavit shown in “Y” Part “B”).
- ii. Special Terms, condition & specification of works.

A-2. Non statutory / Technical Documents

- i. Latest Professional Tax(PT) deposit receipt challan, Pan Card, IT, Saral, VAT Registration Certificate.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Tax Audited Report in 3 CD Form along with Balance Sheet & Profit & Loss A/c for the last 3(three) years(year just preceding the current Financial Year will be considered as year - I).
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Officers' Co.- Opt.(S).
- vii. List of Technical staff along with structure & organization (Section - B, Form - III).
- viii. Credential for completion of at least one similar nature of work under the authority of State/ Central Govt. statutory bodies under State/Central Govt. constituted under the statute of the State/ State Govt. having credential of similar nature of work 40 percent in magnitude during

last 5(five) years, is to be furnished.(Ref. Cl. No. 5(i) of this NIQ(Section - B, Form - V).
Scanned copy of Original Credential Certificate as stated in 5(i) of NIQ.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Quotation liable to be summarily rejected for both statutory & non statutory cover.

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

Sealed envelope marked as TECHNICAL Quotation should contain the following Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details (Latest)
A.	CERTIFICATES	CERTIFICATES	VAT REGISTRATION CERTIFICATE & ACNOWLEDGEMENT 2. PAN 3. P TAX (CHALLN) (20XX- XX)
B.	COMPANY DETAILS	COMPANY DETAILS 1	1. PROPRIETORSHIP FIRM (TRADE LICENCE) 2. PARTNERSHIP FIRM (PARTNERSHIP DEED, TRADE LICENCE) 3. LTD. COMPANY (INCORPORATION CERTIFICATE / MOA, TRADE LICENCE)
C.	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	1. SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS
D.	FINANCIAL (INFO)	WORK IN HAND	1. AUTHENTICATED
	2013-14	P/L AND Audited BALANCE	PROFIT & LOSS AND BALANCE

Sl. No.	Category Name	Sub Category Description	Details (Latest)
		SHEET	SHEET (WITH ANNEXTURE AND 3CD FORM IN CASE OF TAX
	2014-15	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CD FORM IN CASE OF
	2015-16	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CD FORM IN CASE OF
E.	MAN POWER	TECHNICAL PERSONNEL	LIST OF TECHNICAL STAFF ALOGNWITH STRUCTURES & ORGANAIZATION (ASPER NIQ)

B. Quotation evaluation committee (TEC)

- Quotation will be evaluated by Joint Secretary, Department of Disaster Management & Civil Defence.
- Opening of Technical proposal:** -Technical proposals will be opened by the Joint Secretary, Department of Disaster Management & Civil Defence and his authorized representative.
- Intending Quotationers may remain present if they so desire.
- Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. — 5.A-2) will be opened. If there is any deficiency in the statutory documents the Quotation will summarily be rejected.
- While evaluation the committee may summon of the Quotations & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal

- The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the firm is to quote the rate in the format given in table _____.
- The audited Balance sheet for the last three years**, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Quotationer's financial position.

6. Penalty for suppression / distortion of facts

If any Quotationer fails to produce the original copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Quotation Evaluation Committee within a specified time frame or if any deviation is detected in the copies from the original copies or if there is any suppression, the Quotationer will be suspended from participating in the Quotations for a 3(Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the Department may take appropriate legal action against such defaulting Quotationer. The Employer

reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or Quotationers of the ground for Employer's action.

7. AWARD OF CONTRACT

The Quotationer whose offer has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911 will incorporate all agreements between the Quotation Accepting Authority and the successful Quotationer.

Sd/-

Joint Secretary

**Department of Disaster Management
& Civil Defence.**

AFFIDAVIT- 'Y'

(To be furnished in Non-judicial Stamp paper of appropriate value duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S _____
_____ nor any of constituent partner had been debarred to participate in Quotation by any State Govt. Department during the last 5 (five) years prior to the date of this NIQ.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the Quotation in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.

Signed by an authorised officer of the firm

Title of the Officer

Name of Firm with Seal

Date

SECTION – B
FORM-III
STRUCTURE AND ORGANISATION

- A. 1. Name of Applicant (Firm) :
- Office Address :
- Telephone No. :
- Mobile No. :
- Fax No. :
- A. 2. Office Address
- Telephone No. :
- Mobile No. :
- Fax No. :
- A. 3. Name and address of Bankers. :
- A. 4. Attach an organisation chart showing :
- structure of the company with names of
- Key personnel and technical staff with
- Bio-data.

SECTION-B
FORM-V
EXPERIENCE PROFILE

Name of the Firm:

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO AVALUE OF 40% OF THE ESTIMATED VALUE PUT TO QUOTATION

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of Start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

Note : a) Certificate from the Employers to be attached.

b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

(c) No Quotation will be deemed to be fit for consideration unless the Quotation documents are fully and completely filled in. All information that may be asked from a Quotationer must be unequivocally furnished. Any Quotation which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny.

Quotation received with conditional rate will be liable to rejection at the time of opening.

(d) Canvassing in connection with the Quotation is strictly prohibited and a Quotationer who resorts to this will render his Quotation liable to rejection.

(e) No alteration shall be permitted to be made by the Quotationer in any Quotation after its submission.

QUOTATION FOUND TO HAVE SUBMITTED UNDER FALSE NAME :

When a Firm, whose Quotation has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the Quotation be annulled his Security Deposit will be forfeited.

**Signature and address
of the Quotationer**

**Signature of Quotation
Accepting Authority**

SECTION — 3

Special terms and conditions

TERMS & CONDITIONS IN ORDER OF PRECEDENCE:

If the stipulations of the various components of the contract documents be at variance in any respect, one will over-ride the other (only in so far as those are at variance) in the order of precedence as given below:

- (a) Special terms and conditions
- (b) Special specifications
- (c) General specifications
- (d) Notice Inviting Quotation
- (e) Schedule of probable items with approximate quantities
- (f) Printed Quotation Form, i.e. W.B.F. 2911

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

**Signature and address
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**Signature of Quotation
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OFFICER -IN-CHARGE AND COMMENCEMENT OF WORK :

The word “Officer-In-Charge” means the concerned officer of Disaster Management & Civil Defence Department. The word “Department” appearing anywhere in the Quotation documents means Department of Disaster Management and Civil Defence, Government of West Bengal, who have jurisdiction, administrative or executive over part of whole of the works forming the subject matter of the Quotation or contract. The word “approved” appearing anywhere in the documents means approved by the officer In-Charge. The work shall have to be taken up within seven days of the receipt of the work order. Failure to do so will constitute a violation of the contract stipulation as regards proportionate progress and timely completion of work and the Firm will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed Quotation form.

CONDITION IN EXTENDED PERIOD:

As Clause 4 of W.B.F. 2908 or Clause 5 of W.B.F. No. 2911 (ii) as the case may be when an extension of time for completion of work is authorised by the Officer-In-Charge, it will be taken for granted that the validity of the contract is extended automatically upto the extended period with all terms and conditions rates, etc. remaining unaltered, i.e. the Quotation is revalidated upto the extended period.

CO-OPERATION AND DAMAGES AND COMPLETION OF WORK:

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

**Signature and address
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INCIDENTAL AND OTHER CHARGES :

The cost of all materials, hire charges to Tools and plants, Labour, Corporation/Municipal Fees for water supply, Royalty or road materials (if any), Electricity and other charges of Municipalities or statutory Bodies, Ferry charges, Toll Charges, Loading and unloading charges, Handling chargers overhead charges etc. will be deemed to have been covered by the rates quoted by the Firm inclusive of Sales Tax (Central and/or State), Income Tax, Octroi Duty/Terminal Tax, Turnover Tax etc. All other charges for the execution of the complete or finished work or in case of supply of materials and for carriage to the entire satisfaction of the Officer-In-charge of the work. No claim whatsoever in this respect will be entertained.

AUTHORISED REPRESENTATIVE OF FIRM:

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

a) General day to day management of work

b) To give requisition for Departmental materials, Tools & Plants etc. to receive the same and sign hand receipts thereof.

c) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken of acceptance by the Firm. The selection of the authorised representatives subject to the prior approval of the Executive Officerconcerned and the Firm shall in writing seek such approval of the Executive Officergiving therein the name of work, Quotation No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified in Clause 9

(a), (b) and (c) which the representative will be authorised for even after first approval, the Executive Officer may issue at any subsequent date, revised directions about such authorised representative and the Firm shall be bound to abide by such directions. The Executive Officer shall not be bound to assign any reason for any of his directions with regard to the appointment of authorised representative. Any notice correspondence etc. issued to the authorised representative or left at his address, will be deemed to have been issued to the Firm himself.

POWER OF ATTORNEY:

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

**Signature and address
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**Signature of Quotation
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EXTENSION OF TIME :

For cogent reasons over which the Firm will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the Firm before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & Plants etc. would be entertained under any circumstances. The Firm should consider the above factor while quoting his rate. Applications for such extension of time should be submitted by the Firm in the manner indicated in Clause 5 of the printed form of W.B.F. No. 2911 (ii)

FIRM'S DEDICATED HELPDESK:

The Firm must set up suitable helpdesk for smooth distribution of SIM cards to the designated employees as advised by the appropriate authority in Department of Disaster Management & Civil Defence till such facility is found needed by the authority. No separate payment will be made to the Firm on this account.

**Signature and address
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**Signature of the Quotation
Accepting Authority**

SUPPLEMENTARY/ADDITIONAL ITEM OF WORKS :

Notwithstanding the provisions made in the related printed Quotation Form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Firm if so, directed by the Joint Secretary, Disaster Management & Civil Defence Department and the rates will be fixed with manner as stated below :-

(a) Rate of supplementary items shall be analysed to the maximum extent possible from rates of the allied items of work appearing in the P.W. (Electrical) Department schedule of rates of probable items of work forming part of Quotation document.

(b) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (Ten percent) will be allowed.

(c) Black-market rates shall never be allowed.

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

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

APPROVAL OF SAMPLE :

Samples of SIM cards of 256 KB memory to be supplied by the Firm and to be used in the work shall have to be approved by the Joint Secretary, Disaster Management & Civil Defence Department and checking the quality of such materials shall have to be done by the concerned authority prior to utilization in work.

**Signature and address
of the Quotationer**

**Signature of the Quotation
Accepting Authority**

FIRM'S RISK FOR LOSS OR DAMAGE :

All risk on account of logistics including loss of damage of vehicles, boats barges materials or labour will have to be borne by the Firm.

CHARGES AND FEES PAYABLE BY FIRM :

a) The Firm shall be all notices and pay all fees required to be given or paid by any statute or any regulation or by law and any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liability of every kinds for breach of such statute regulation or law.

b) The Firm shall have save harmless and indemnify the department from and against all claims demands suit and proceedings for or an account of infringement of any patent rights design, trade mark of name of other protected write in respect of any constructional Plant machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

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REALISATION OF DEPARTMENTAL CLAIMS:

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

COMPLIANCE OF DIFFERENT ACTS:

The Firm shall comply with the provisions of the Apprentices Act, 1961, Minimum Wages Act, 1848. Contact Labour (Regulation and Abolition) Act 1970 and the rules and orders issued hereunder from time to time. If he fails to do so, Joint Secretary, Disaster Management & Civil Defence Department may at his discretions, take necessary measure over the contract.

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

The Firm shall be bound to furnish the Joint Secretary, Disaster Management & Civil Defence Department all the returns particulars or date as are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the Firm will be liable for breach of contract and the Joint Secretary, Disaster Management & Civil Defence Department may at his discretion take necessary measures over the contract.

COMMENCEMENT OF WORK:

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

PROGRAMME OF WORK:

Before actual commencement of work the Firm shall submit a programme of executionof work.

**Signature and address
of the Quotationer**

**Signature of the Quotation
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TIMELY COMPLETION OF WORK :

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

PROCUREMENT OF MATERIALS :

All materials required for complete execution of the work shall be supplied by the Firm after procurement from authorised and approved source.

REJECTION MATERIALS :

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

FORCE CLOSURE :

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

QUOTATION'S RATE :

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

DOCUMENTS & CERTIFICATES :

The department may ask for any valid document like manufacturer's test certificate, document for purchase of the material etc. as deemed fit by the Officer-in-charge to ascertain genuinity of material supplied by/ used in the work by the Firm. The Firm shall remain bound to submit all such documents to the department.

**Signature and address
of the Quotationer**

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Additional Terms & conditions:

1. All SIM Cards must be warranted for a minimum period of 12 (twelve) months from the date of commissioning on account of manufacturing/programming aspects.
2. All the connections in the Mobile CUG should have the facility to avail no extra charges on account of National roaming - for both incoming and outgoing calls to and from all network.
3. No escalation of rates will be permissible within the contract period.
4. The agency should submit a detailed work-program clearly depicting the volume of work vis-a-vis place of work.
5. All SIM Cards should be delivered for the first time free of cost. Any replacement, if needed on account of damage etc. not attributable to the Mobile Service Provider should not be charged more than the rate at which the Mobile Service Provider is charging for other common customers outside the proposed CUG.
6. Work will be permitted to be carried out strictly as per program approved by the appropriate authority.
7. Any penalty, in whatsoever form or value, if applied on account of deficiency of Mobile CUG operator, as per any general Government Order, will be applicable after issuance of work-order.
8. Any damage/loss of movable properties at any place within the site and/or other places while executing the work are to be compensated properly by the agency.

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of the Quotationer**

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DECLARATION BY THE 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 Quotation and other Quotation documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

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

Postal address of the Quotationer

Joint Secretary

**Department of Disaster Management &
Civil Defence**

TABLE-1 BILL OF QUANTITIES AND REQUIREMENTS

Sl No.	Particulars	Entry Level	Mid Level	Sr Level
1	CUG on home location	Free	Free	Free
2	Local free minutes	500	700	2000
3	STD minutes	NA	200	500
4	Incoming Roaming	Free	Free	Free
5	Outgoing Roaming	NA	NA	As per TRAI charges
6	Data	1.0 GB Free on 3G/4G, post free, at throttled speeds	2GB Free on 3G/4G, post free, at throttled speeds	6 GB Free on 3G/4G, post free, at throttled speeds
6	SMS Local+ National	500	1000	3000
7	No of Connections	759	142	21
8	Charges to be paid MONTHLY per user for this Category (to be stated by the bidder)			
9	Total Bill Value MONTHLY(to be stated by the bidder)			
GRAND TOTAL MONTHLY (to be stated by the bidder)				
SERVICE TAX PAYABLE				

- **Rate to be quoted on line only .No rate to be quoted in above BOQ.**

- L1 will be arrived at based on a summation of the aggregate billing of the three categories of users i.e sum of monthly cost multiplied by the users for each category of users inclusive of taxes.
- Billing will be done on a per month basis centrally and invoice would need to be sent to the Disaster Management Department.
- Billing will start once a person enters the CUG irrespective of usage.
- The CUG user would need to be informed through a SMS whenever he is reaching the monthly cap on expenditure.
- In case of excess usage, the Department will pay the bill and would recover the excess from the user separately. The Service Provider should offer rates for each category not exceeding those rates as given below which will not be considered for the L1 finalisation:

Outgoing calls beyond free minutes	Entry Level Level (Rs.)	Mid Level (Rs.)	Sr Level. (Rs.)
Local to Mobiles	0.3	0.3	NA
Local to LL	0.4	0.4	NA
STD to All	0.5	0.5	NA
Outgoing Roaming			
Local Calls	0.8	0.8	NA
STD call	1.15	1.15	NA
SMS			
Local	0.3	0.3	0.3
STD	0.5	0.5	0.5
International SMS	5	5	5

Taxes or GST as applicable.