e-NOTICE INVITING TENDER No. 02/NZT/2020 OF 2019-2020 of THE DISTRICT MAGISTRATE, JALPAIGURI

For and on behalf of the District Magistrate Jalpaiguri, online Quotations are invited for the work detailed in the table below. (Submission of Bid through online)

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Estimated Amount put to Quotation</th>
<th>Earnest Money (inRs.)</th>
<th>Time of Completion</th>
<th>Name of Concern</th>
<th>Eligibility of Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing Housekeeping and Conservancy Personnel for the Establishment under the District Magistrate, Jalpaiguri.</td>
<td>To be quoted by the bidders in the format (attached) in figure and in words.</td>
<td>Rs. 25,000/-</td>
<td>12 (Twelve) Months</td>
<td>District Magistrate &amp; Collector, Jalpaiguri</td>
<td>NIT Clause No. 05</td>
</tr>
</tbody>
</table>

1. In the event of e-filling, intending bidder may download the tender documents from the website: https://wbtenders.gov.in directly with the help of Digital Signature Certificate & necessary Earnest Money will be deposited by the bidder electronically through his Net Banking enabled bank account, maintained at any nationalized bank by generating RTGS / NEFT challan from the e-tendering portal in favour of District Magistrate Jalpaiguri, payable at Jalpaiguri and also documented through e-filling.

On-line receipt and refund of EMD of e-Tender through State Govt. e-Tender Portal.

2. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory) and financial folder concurrently duly digitally signed in the website wbtenders.gov.in

3. The Technical document and Financial Bid may be submitted online on 20.02.2020 after 6:05 p.m.

4. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL Document of the quotationer found qualified by the District Magistrate, Jalpaiguri. The decision of the District Magistrate, Jalpaiguri will be final and absolute in this respect. The both list of Qualified Bidders will be displayed in the website and also in the Notice Board of the office of the District Magistrate, Jalpaiguri on the scheduled date and time.

5. Eligibility criteria for participation in the tender.
i. Out Side Bonafide Contractors having resourceful, financially sound and having experience in similar nature work of State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute.

**N.B.: Completion Certificate issued by the Executive Engineer or Equivalent or competent authority will be treated as valid credential. Completion certificate should contain**

(a) **Name of work, (b) Name of Client, (c) Amount put to tender, (d) Schedule month and year of commencement and completion as per work order (e) actual month and year of completion. And detail communication address along with contact number & Email address of the Client.**

**Work order and Payment Certificate will not be treated as credential.**

ii. All categories of prospective Tenderers shall have to submit Valid updated status Trade Licence, Professional Tax Clearance Certificate along with up to date Challan, Company Registration Certificate, Registered Partnership Deed (if applicable), power of attorney, Pan card issued by Income Tax Department, Copy of latest I.T. Return (Last three Years), Audit Report (Last three years), GST Registration certificate, which should be valid up to the date of opening of tender, ESI Registration Certificate, Ex-Serviceman Identity Card, EPF registration Certificate along with up-to date challan and credentials document (along with postal address, present phone number, Fax no. and email ID of authority concerned who has issued such credentials) should be documented through e-filing.

[Non statutory Documents]

iii. No exemption of EMD is allowed for any Company / Firm / Society.

iv. No fresh Joint Venture specially constituted exclusively for this work against the NIQ under reference will be allowed. Joint Venture Company having previous experience and credentials full filling NIQ requirement can participate.

v. Prevailing safety norms have to be followed.

vi. The evaluation committee will have sole discretion to decide eligibility of the bidder on the basis of e-filing documents and reserves the right to refuse any explanation to bidders found ineligible after scrutiny. In case of any need of verifying the documents (uploaded soft copies) the hard copies should be produced instantly as and when demanded within 24 hrs. in working days.

6. No mobilization /secured advance will be allowed.

7. Issuance of Work Order as well as Payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment. Intending tenderers may consider this criteria while submission of Tender and Quoting their rates.

9. Bids shall remain valid for a period not less than 180 (One hundred eighty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the Bid Evaluation Committee as non-responsive. If the bidder withdraws the bid during the validity period of bid the earnest money as deposited will be forfeited forth with or without assigning any reason thereof.

### 10. Important information: **Date & Time schedule**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of Publishing of N.I.Q. Documents online.</td>
<td>20/02/2020 at 5.00 pm</td>
</tr>
<tr>
<td>2</td>
<td>Documents download start date (Online)</td>
<td>20/02/2020 after 5.05 pm</td>
</tr>
<tr>
<td>3</td>
<td>Documents download end date (Online)</td>
<td>28/02/2020 up to 6.00 pm</td>
</tr>
<tr>
<td>4</td>
<td>Bid submission start date (Online)</td>
<td>20/02/2020 after 5.05 pm</td>
</tr>
<tr>
<td>5</td>
<td>Bid Submission closing (Online)</td>
<td>28/02/2020 up to 6.00 pm</td>
</tr>
<tr>
<td>6</td>
<td>Bid opening date for Technical Proposals (Online)</td>
<td>02/03/2020 after 11.00 am</td>
</tr>
<tr>
<td>7</td>
<td>Date &amp; Time for opening of Financial Proposal (Online)</td>
<td>To be notified later on</td>
</tr>
<tr>
<td>8</td>
<td>Also if necessary for further negotiation through offline for final rate</td>
<td>To be notified later on</td>
</tr>
</tbody>
</table>
11. LOCATION OF CRITICAL EVENT

Bid Opening

OFFICE OF THE DISTRICT MAGISTRATE,
JALPAIGURI

The Undersigned/ Competent Authority reserves all the rights for cancelation of any application or applications without assigning any reason after scrutiny of the applications.

12. The Agency will be liable to maintain the work at the appropriate service level to the satisfaction of the authority at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any defect/damage is found during the period as mentioned above, contractor 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.

13. All Bidders are requested to be present in the Office of The District Magistrate, Jalpaiguri, during opening of the financial bid. The District Magistrate, Jalpaiguri may call Open Bid/Sealed Bid after opening of the said bid to obtain the suitable rate further, if it is required and felt needed by the competent authority. No objections in this respect raised by any Bidder will be entertained.

14. The Bidder, at his own responsibility, risk and cost must visit the site of works before submitting offer with full satisfaction. No condition or claims at a later date will be entertained in regards to any issues of difficulties.

15. Conditional/ Incomplete quotation will not be accepted.

16. The intending Tenderers are required to quote the rate on line.

17. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) unskilled wage rate of MGNREGA (d) The West Bengal Building & other Construction Works Act and other laws relating EPF, ESI & Misc. Fund Act if applicable or any other laws relating thereto and the rules made and order issued there under from time to time.

18. Any objection regarding shortlisted agency (qualified / disqualified both) should be brought to the notice inviting authority i.e. The District Magistrate, Jalpaiguri immediately (within 48 hrs. even online objection is valid) from the date of publication of list of qualified / disqualified agencies and beyond that time schedule no objection will be entertained by the District Magistrate, Jalpaiguri.

19. After opening of the Financial Bid of the qualified bidders during financial evaluation by the e-Quotation inviting authority will verify the credential and other documents of the lowest bidder in original or other bidders if required which should be produced on notifying demand immediately within 24 hrs. of working days. 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 tenderer under any circumstances. Till then the tender remain alive until further notice declaring the tender cancelled.

20. Qualification criteria.

The inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.

a) Financial Capacity as per rule.

b) Technical Capability comprising of personnel & equipment capability.

c) Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents and submitted Bid in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.
Memo No. 383/NZT

Copy forwarded for favour of kind information to:-

1) The District Information & Cultural Officer, Jalpaiguri with request for wide circulation through his Notice Board.
3) Addl. District Magistrate & District Land and Land Reforms Officer, Jalpaiguri
4) Sub-Divisional Officer, Sadar, Jalpaiguri
5) Sub-Divisional Officer, Mal
6) Block Development Officer, Sadar, Jalpaiguri
7) The Notice Board of this Office.

Sd/-

ADDL. DISTRICT MAGISTRATE (GEN)
JALPAIGURI
SECTION A
INSTRUCTION TO BIDDERS
SECTION - A
General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor
Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to https://etender.wb.nic.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 class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

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

4. Participation in more than one work
A prospective bidder 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 bidder (including his participation in partnership) shall be allowed to participate in single road /building work as mentioned in the list of schemes.

5. Submission of Tenders.
General process of submission, Tenders are to be submitted through online to the website stated in Cl. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

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. Prequalification Application
ii. Experience Profile
iii. Declaration by the Tenderer at the Technical Document Folder.

A-2. Non statutory / Technical Documents
i. Professional Tax Clearance Certificate along with deposit receipt challan, Pan Card of IT, latest IT return (Last three years), GST Registration Certificate, Trade License and other relevant documents etc.
iii. Registered Deed of partnership / Proprietorship Firm/ Article of Association & Memorandum.
iv. Registered Power of Attorney (For Partnership Firm / Private Limited Company, if any).
v. Tax Audited Report in 3CD & 3CB Form along with Balance Sheet & Profit & Loss A/c for the last five years (year just preceding the current Financial Year will be considered as year-I)
vi. Credential for completion of at least one similar nature of work during last 5(five) years prior to the date of issue of this NIQ is to be furnished.

vii. Trade License
Financial Proposal (in cover folder)

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Category Name</th>
<th>Sub Category Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| A.     | CERTIFICATES  | CERTIFICATES             | 1. **Trade licence.**  
2. **GST Registration certificate** (with up to date Challan)  
3. **PAN**  
4. **P. Tax Clearance Certificate** along with Challan.  
5. **EPF code No.** with up to date Challan  
6. **IT Return** (Last three years).  
7. **Audit Report** (Last three years).  
8. **ESI Registration Certificate.** |
| B.     | Company Details | Company Details - I       | 1. Proprietorship Firm (Trade Licence)  
2. Partnership Firm (Firm Registration, Registered Partnership Deed, Trade Licence)  
3. Society (Society Registration Copy, Trade Licence, Registration Certificate from ARCS)  
4. Registered Power of attorney.  
| C.     | Credential    | Credential 1             | 1. Similar nature of work done (Completion Certificate & Payment Certificate) which is applicable for eligibility in this tender |
| D.     | Man Power     | Technical Personnel      | List Of Technical Staffs along with Structures & Organization (As per NIQ) |
| E.     | Others        | Declaration              | All the declaration must be submitted which is mentioned in the NIQ. |

A. Tender evaluation by the Evaluation Committee.

i. Opening of Technical proposal:- Technical proposals will be opened by The District Magistrate, Jalpaiguri and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

ii. Intending tenderers may remain present if they so desire.
iii. Cover / folder technical documents should be open first & if found in order, cover/ folder for financial
documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be
rejected.

iv. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded &
 handed over to The District Magistrate, Jalpaiguri.

v. Uploading of summary list of technically qualified tenderers.

vi. Pursuant to scrutiny & decision of the higher authority / competent authority / accepting authority the
 summary list of eligible tenders & the serial number of work for which their proposal will be considered will
 be uploaded in the web portals.

vii. While evaluation The District Magistrate, Jalpaiguri may summon any of the tenderers & 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.

B. Financial proposal

i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities
 (BOQ) the contractor is to quote the item rate online through computer in the space marked for quoting rate in
 the BOQ.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the
 contractor.

6. Penalty for suppression / distortion of facts

If any Quotationers fails to produce the original hard copies of the documents (especially Completion Certificates
 and audited balance sheets), or any other documents on demand of The District Magistrate, Jalpaiguri,
within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if
there is any suppression, the Quotationer will be suspended from participating in the quotation on e-Tender
 platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand
 forfeited. Besides, the District Magistrate, Jalpaiguri may take appropriate legal action against such defaulting
tenderer.

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

7. AWARD OF CONTRACT

The Bidder whose Bid has been accepted will be notified by the 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(ii) will
incorporate all agreements between the Tender Accepting Authority (District Magistrate, Jalpaiguri) and the
successful Bidder.

Sd/-

ADDL. DISTRICT MAGISTRATE (GEN)
JALPAIGURI
NAME OF THE FIRM:

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED & RUNNING WORKS DURING THE LAST FIVE YEARS AS PER CLAUSE 5 OF PAGE NO. 2 OF THIS e-NIT.

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Name, Location &amp; Nature of work</th>
<th>Tender Amount (Rs.)</th>
<th>Date of Commencement</th>
<th>Time of Completion</th>
<th>Actual Date of Starting the Work</th>
<th>Actual date of Completion the work</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

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

Signed by an authorized officer of the firm

_____________________________________________________
(Title of the officer)

_____________________________________________________
Name of the Firm with Seal:

Date__________________________
SECTION – B
FORM-V

INFORMATION REGARDING CURRENT LITIGATION, DEBARRING / EXPELLING OF TENDERER OR ABANDONMENT OF WORK BY TENDERER DURING LAST 03 (THREE) YEARS.

1. a) Is the Applicant currently involved in any litigation: YES / NO
   Relating to the contract works

   b) If yes, give details with reason : 

2. a) Has the Applicant or any of its constituents partners: YES / NO
   been debarred / expelled by any agency in India,
   during the last 05 (five) years.

   b) If yes, give details with reasons : 

3. a) Has the Applicant or any of its constituent : YES / NO
   Abandoned / Suspended any contract during the,
   Last 05 (five) years.

   b) If yes, give details with reasons : 

Note: If any information in this Schedule is found to be incorrect or concealed, pre-qualification application will be summarily rejected.

Signature of applicant including title
And capacity in which application is made
DECLARATION BY THE TENDERERS

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 Tender and other tender documents mentioned therein. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Tender 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 necessary articles and others at my/our cost required for the housekeeping & conservancy work.

I/We do hereby solemnly declare that during last 5(five) years no work has been abandoned by me/us, also have not undergone rescission against any work during last 5(five) years.

Postal address & Contact no. of the Tenderer.    Signature of Tenderer

Sd/-

ADDL. DISTRICT MAGISTRATE (GEN) JALPAIGURI
TERMS & CONDITIONS ARE AS FOLLOWS:

1) As per provision of the minimum wages Act. 1948 one day rest in every period of 07 (seven) days shall be allowed to all personnel and payment should be made for such days of rest and such reliever person is allowed. The leave reserve as will be required shall also be paid as fixed in quoted amount. E.P.F., E.S.I., Bonus etc. for the personnel to be provided by the Agency as per Govt. Rule. The intending quotationer will have to quote rate considering G.S.T and all other taxes including personnel’s E.P.F, E.S.I., BONUS etc.

2) The persons engaged for duty must be Conservancy Personnel without arms, Housekeeping Personnel without arms and will have to wear same uniform for identification promptly. Uniform will have to be supplied by the quotationer for which no additional allowances or charges will be entertained.

3) The authority will have every right to pay surprise visit (if necessary) to checkup the duty of the Personnel at any time.

4) The Identity Card of the persons to be engaged as personnel for housekeeping and conservancy will have to be intimated to the authority concerned.

5) In case of negligence in performing his duties for any personnel or others, be should be revoked immediately from duties.

6) No claim will be entertained for the permanent service of the personnel engaged and concerned authority shall not remain responsible in any liabilities or complicacies.

7) The concerned departmental authority shall not be responsible to supply “Rain Coat / Umbrella / Great Cost”. In same are to be supplied by the quotationer and costs thereof will be considered in the rate, quoted by the quotationer.

8) The concerned departmental authority shall not be responsible to compensate or otherwise liable in any manner what-so-ever for any injury or death of any personnel while on duty.

9) The Conservancy personnel & Housekeeping personnel arrangements are to be made for above mentioned places.

10) The engagement of Personnels will be made with effect from the date mentioned on the “Work Order” and remain operative until further order.

11) Necessary articles required for guarding and sweeping will be provided by the Office of the District Magistrate, Jalpaiguri

12) In case of exigencies and when the situation calls, supply of additional personnel will have to be made at the accepted rate on requisition.

13) The validity of the contract is for 12 (Twelve) months and the accepted rate will be renewed time to time as per rate of unskilled wage rate of MGNREGA. The date of commencement of the work will be effective from the date of issue of the formal order to commence work, if not mentioned otherwise. But this contract may remain operative beyond the specified period and the contractor shall have to execute the work beyond the aforesaid period or till selection of new agency. In such cases the contractor shall have to execute a fresh agreement as directed in respect of work done / to be done by him beyond the specific period mentioned in this tender.

14) The present requirement is 10 (Ten) Nos. Conservancy and housekeeping Personnel and may be reduced or increased as per need in future.

15) The intending quotations have to produce their authentic documents of Certificate of Registration under the West Bengal Shops & Establishment Act 1963, EPF Registration Certificate along with up-to date challan, E.S.I. Registration Certificate along with current challan, GST registration certificate, Service Tax Registration Certificate, Gratuity Registration Certificate, Professional Tax clearance certificate along with current challan, Valid trade license, PAN Card with last 03 (three) years IT return, Audit Report (last 03 years), Completion Certificate within last 03 (three) years etc. as applicable at the time of permission.
Intending Quotationers will have to deposit Earnest Money of Rs. 25,000/-. Intending quotationers shall have to submit their quotations within the specified time along with the requisite amount of Earnest Money in appropriate form drawn or pledged as required in favour of the District Magistrate, Jalpaiguri.

16) The agency should take special care to ensure uninterrupted and effective housekeeping and conservancy work which is a continuous process including holidays, Sunday and days of Strike. The agency shall in no case fail to comply with the necessary provision in this regard.

17) The department will not hold liability for any injury, accident or accidental death etc. for any person which may occur in course of works pertaining to the enforcement of proposed security measure. The question of compensation arising out of cases shall have to be settled by the agency itself entirely at their own cost and responsibility.

18) The attendance register shall be maintained at site for routine checking by the officer.

19) The Department reserves the right to terminate the contract anytime without assigning any reasons after serving a notice of 1 (one) months an advance and to extend the contract from time to time as required after expiry of the original contract period under the same rate, terms and conditions.

20) At the end of the month a bill to be submitted to The Nezarath Deputy Collector, Jalpaiguri alongwith a copy of the attendance Sheet for the month.

Sd/-

ADDL. DISTRICT MAGISTRATE (GEN)
JALPAIGURI
Tender Inviting Authority: THE DISTRICT MAGISTRATE & COLLECTOR, JALPAIGURI


<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Units</th>
<th>BASIC RATE In Figures</th>
<th>TOTAL AMOUNT With Taxes</th>
<th>TOTAL AMOUNT In Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>House Keeping and Conservancy Staff Rate per day per head</td>
<td>0.00</td>
<td>INR Zero Only</td>
<td>0.00</td>
<td>INR Zero Only</td>
</tr>
</tbody>
</table>

Quoted Rate in Figures: Select 0.00 Zero Only

Quoted Rate in Words: INR Zero Only