



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

Memo no. WBSCTVESD/TED/2024-2025/3501

Dated. 30.01.2025

Introduction:-

Notice Inviting E Tender Sweeping , Cleaning and Electro mechanical & plumbing Services of Karigari Bhavan & Kolkata Karigari Bhavan.

**(Through Pre-qualification
& Online Submission of Bid)**

West Bengal State Council of Technical & Vocational Education & Skill Development on behalf of Deptt. of TET & SD invites e-tender from bonafide and reputed agencies for the work detailed in the table below.

Sl No.	Name of Work	Earnest Money Deposit	Implementing Area	Duration of Work	Eligibility of Bidders
1	Sweeping , Cleaning & Electro-Mechanical and Plumbing Service of Karigari Bhavan, Rajarhat, Newtown, Kolkata-700160 and Kolkata Karigari Bhavan, 110 SN Banerjee Road, Kolkata-700013	Rs 50,000/- (Rupees One Lakh) only	Zone -A Under Newtown Kolkata Development Authority as per GO No. 40/Stat/14/RW/24/2023 LCS/JLC dt. 04.12.2024 of Labour Commissionerate of Govt of West Bengal.	1 (One) Year but may continue up to another year on successful completion of work	Bonafide service providers having credentials in similar nature of work of atleast Rs.40 Lakhs per year for three(3) Years .
<i>EMD relaxation as per Financial Rule subject to submission of proper documents</i>					

General Terms of Contract :-

I. IMPORTANT DATES: Given below:

<i>Sl</i>	<i>Activity</i>	<i>Scheduled Date</i>
1	<i>Date of uploading of N.I.T. Documents (online)</i>	<i>31 .01.2025</i>
2	<i>Documents download start date (online)</i>	<i>04 .02.2025</i>
3	<i>Bid submission start date (online)</i>	<i>04..02.2025</i>
4	<i>Bid submission closing date (online)</i>	<i>18.02.2025 at 2:30 PM</i>
5	<i>Bid Opening date for Technical proposals: Bid A (online)</i>	<i>20.02.2025 at 4.00 PM</i>
6	<i>Bid Opening date for Financial Proposals : Bid B (Online)</i>	<i>27.02.2025 at 3.00 PM</i>

II. In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. The earnest money of **Rs 50,000/- (Rupees Fifty Thousand) only** is to be remitted through Online payable at Kolkata in favour of **WBSCT&VE&SD**. The L1 bidders shall have to submit the hard copy of instruments (Demand Draft/ Banker's Cheque etc.) to this office along with his acceptance letter of the LOI within seven days from the date of issue of LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in Item no.-XII of N.I.T .The documents submitted by the bidders should be properly indexed & digitally signed.

- III. Both Technical document and Financial Bid are to be submitted in technical and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- IV. The Technical document and Financial Bid submission: As per Time schedule Provided by Council
- V. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL Document of the bidder found qualified by the WBSCT&VE&SD.
- VI. The decision of the Council will be final and absolute in this respect. Both the lists of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of the WBSCT&VE&SD, on the scheduled date and time.
- VII. Eligibility criteria for participation in the tender:
 - a. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice at least three work of similar nature under authority of State/ Central Govt., State/ Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. The prospective bidder should have to submit testimonials of credentials in support of working experience in the last 5 (five) years having a work order value of **Rs. 50 lakh** each per year and **Rs. 200 Lakhs** in last 5 years.
 - b. **N.B.:- Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work. BOQ for the respective work should be uploaded along with completion certificate.**
 - c. Valid up to date submission of Income Tax return / Professional Tax Registration Certificate / Pan Card / GST Registration Certificate / Voter ID Card (of the person responsible for submission of bid) for self identification to be accompanied with the Technical documents [Non statutory Documents]. Income Tax Acknowledgement Receipt for assessment year 2020-2021 to 2022 - 23 to be submitted. Valid certificate of license to engage in the business Sweeping and Cleaning Services in West Bengal, issued by Government Deptt. are to be submitted.
 - d. In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 5 (five)years (year just preceding the current Financial year will be considered as year-1).
 - e. Where an individual person holds a digital certificate 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 tender for and on

behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the **Registration Act, 1908**

- f. Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.
 - g. Registered Co-operative Societies are required to furnish valid Bye Law; (Bye Law should indicate the works listed in the tender as a part of Society's activity) , Current Audit Report, Minutes of last A.G.M.
 - h. The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
 - i. The bidder must submit document against registrations like GST, PAN, EPF, ESIC, Contract Labour etc.
 - j. The organization must have office in Kolkata.
 - k. The organization must have managed such operations in at least 3 or more sites under State/Central Govt undertaking managing all operations without subcontracting the same. A declaration is to be submitted.
 - l. The organization must possess valid licenseto work as Sweeping and Cleaning **Agent**.
 - m. The organization must be carrying out the business directly through staffs on rolls and can not sub contract any activity (specified in the scope of work for this tender).
 - n. The organization should be enlisted with labour Department and has to submit a valid labour license, in a single contract, of a minimum 50 manpower.
- VIII. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the closing date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Council, as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- IX. All Bidders are requested to be present in the office of Council, during opening the financial bid.
- X. **Intending bidders may inspect the sites of Karigari Bhavan and Kolkata Karigari Bhavan for assessment of nature of work and the duties & the responsibilities to be taken up during execution.** No claim in this regards will be entertained.
- XI. Earnest Money: As mentioned in the table at page-1.
- XII. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding documents shall be reimbursable by the Council. The Council reserves the right to accept or reject any offer without

assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding..

XIII. Performance Guarantee:

- a. The organization has to submit performance bank guarantee @ 5 % of the total bid value . Work Order will be issued only after submission of Performance Guarantee.
- b. Forfeiture of the Performance Guarantee for
 - i) Nonperformance on consecutive 3 (three) working days There will be deduction of 0.5% of the value of work for the month.
 - ii) Two such non performance may result in deduction of 2% of value of work.
 - iii) Total 5% deduction of the value of the work will result in cancellation of contract and forfeiture of performance guarantee.
 - iv) Penalty will be imposed @ doubled that of the prevailing rate for the default period due to non-performance from the bill of the agency.
- c. The organization will create a daily/ weekly/ monthly checklist of work and get it signed by those who would certify the work done as decided by the concerned authority at the regularity mentioned.

XIV. Prospective applicants are advised to adhere to the minimum qualification criteria as mentioned in 'SPECIAL TERMS& CONTRACT' before tendering the bids.

XV. Conditional/Incomplete tender will not be accepted under any circumstances.

XVI. The intending bidders are required to quote the rate online.

XVII. 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 and the notifications thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

XVIII. In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority.

XIX. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper submitted by bidder is incorrect/manufactured/fabricated, then that bidder would be not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Council reserves the right to cancel the NIT due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.

- XX. In case there is any objection regarding prequalifying the Agency that should be lodged to the Council within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Council.
- XXI. Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.
- XXII. Where there is a discrepancy between the unit rate & line item total resulting from multiplying the unit rate by the quantity , the unit rate quoted shall govern.
- XXIII. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one
- XXIV. Tender document to be submitted in the following sequence.
- a. Tender Application Form
 - b. NIT
 - c. Special terms & conditions
 - d. Technical Bid
 - e. Financial Bid
- XXV. Qualification criteria:- The bidders shall have to meet all the minimum criteria regarding:
- a. Financial Capacity
 - b. Technical Capacity comprising of personnel & equipment capability
 - c. Experience/Credential

SPECIAL TERMS OF CONTRACT

1. Location :- The whole premises known and termed as 'Karigari Bhawan' including open space garden, building, stairs and roof at Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

2. Scope of Work: -

Sweeping Services :-

- i) Common area cleaning in podium, floors, basements, terrace, machine rooms, service rooms, substation within the campus etc.
- ii) Toilets cleaning, maintaining and replacing toiletries using lizol, harpic, Naphthalene ball of all ladies/gents toilets of each floor of the institute buildings, if any.

- iii) Cleaning of all around the building periphery, driveways & roads .
- iv) Pest Control including Mosquitoes, Cockroach, rats, bugs and snacks.

Work Schedules:

A. Entrance lobbies: (Twice Daily)

- i) Wiping of the entrance glass doors on all the entrances.
- ii) Cleaning the entire common area at a convenient time without hindering the occupant movement which includes Sweeping, Mopping, Scrubbing and buffing.
- iii) Monthly Wiping of the entire side walls (Complete dado) – Marble / Granite / Tiles.
- iv) Daily Dusting and wiping of all fixtures and furniture in all the entrance lobbies
- v) Ensuring the shine on the signage everywhere and properly maintained.
- vi) Sweeping and smooth brushing of the lift floors– removal of all dirt etc and dusting and wiping of all the lift doors, wherever applicable.
- vii) Sweeping & keeping all corner well cleaned and Cluster and strain free.

B. Toilets: (Twice Daily; Thrice in case of any event/function)

- i) Sweeping and mopping of the floor and keeping the floor clean throughout the day.
- ii) Mopping of all glazed tiles and keeping them clean.
- iii) Washing of all the urinals, closets and washbasins with mild soap solution/ cleaning solutions like lizol, herpic, Naphthalene ball . Ensuring the shine on the mirror throughout the day by periodic cleaning using glass cleaner.
- iv) **Replace toiletries such as fresheners, naphthalene balls, hand soap, tissue papers etc. as and when required.**
- v) Clean all toilet fixtures and fittings.
- vi) Clearing of the bins in the toilets periodically.
- vii) **Arranging for fresh towels whitely in all toilets attached to chamber both Bath towels and face towels.**

C. Staircases (Once Daily)

- i) Sweeping of all the staircases and common landings.
- ii) Removal of dust, etc from the skirting top.
- iii) Ensuring that all the fire signage's are cleaned by dusting and using a mild wet mop as and when needed.
- iv) Cleaning of all the fire escape doors.
- v) Thoroughly wipe all door handles, latches, tower bolts, etc.
- vi) Always keep the staircase free for movements.

D. Common Area: (Twice Daily)

- i) Sweeping and mopping of all the floors including terrace.

- ii) Ensuring that all the glass doors, glass partitions are stain free and shining throughout the day by using cleaning solutions.
- iii) Ensuring that all the signboards are clean at all times throughout the day.
- iv) Ensuring that the walls and ceilings for free from dust, cobweb etc.

E. All Service Rooms: (Once Daily unless required **more**)

- i) Cleaning of the desk, chair, computer and telephones in the chambers of the Officers and in the section offices daily.
- ii) Cleaning of Furniture & Fixtures of all chambers.
- iii) Removal of grease and dirt stains from the surfaces.
- iv) Cleaning of machine rooms and other sensitive areas floors, walls and ceilings (in the presence of the operators in these areas).
- v) Cleaning of Sub-Station, HVAC Plant Room, Pump Room, AHU Rooms, Ventilation Rooms and Other Service Rooms without affecting the Operation of the Equipment's and in presence of specialized operators responsible for the job.

F. Common Area: (Daily)

- i) Removal of all litter, mud, dust, etc within the periphery of the building as and when felt necessary during the day.
- ii) Taking necessary precautions to maintain the entrance to the building clean.
- iii) Cleaning of the car park area.

Weekly Schedules:

- i) Thoroughly clean the corners and ledges. That inside and outside.
- ii) Cleaning of building periphery, driveways, Car Park Area & roads by Jet Pressure Machine.
- iii) Thorough scrubbing and buffing of floors by Scrubbing Machine. Attention should be made that the floor retains its shine and remains clean. Any defects, etc appearing on the flooring or anywhere in the buildings will be immediately reported to the Authority.
- iv) Cleaning of all the vertical surfaces - marble / granite / tiles thoroughly to ensure cleanliness.
- v) Cleaning of all ceramic items with an approved solution.
- vi) Cleaning of the top terrace area of the building

Note:

- i) All Areas as mentioned above are to be maintained all the time in Neat, Clean & in tidy Condition. Frequency of Cleaning in a day will be decided accordingly.
- ii) All Consumables, Dust Bins, Mops, etc are to be provided by Agency.**
- iii) Toiletries, Room Fresheners, Naphthalene Balls, hand Soap, tissue paper, Bath Towel**

and Face towel required in the toilets and chambers of Senior Officers to be provided by the agency. (Thus has to be maintained 4 set of towels of different colours to be used and changed every week as per colour of the week)

- iv) Cost towards items (ii) and (iii) to be separately deduced and mentioned in BOQ. Separate Annexure to be filled regarding monthly consumables to be provided by the agency for ii) & iii) as per list given in Annexure II.
- v) All Safety precautions are to be followed. For cleaning and housekeeping work signage are to be used when such 'work in progress' 'wet area' as per the requirements.
- vi) Wherever needed, Mechanized Cleaning is to be done.
- vii) To the extent possible, Environment Friendly Cleaning Reagents are to be used.

Scope of Waste Management Service: (Daily Activity)

- i) Empty all garbage containers, wipe, clean and replace liners.
- ii) Collect the waste papers, empty the garbage bins, waste paper baskets and arrange to carry away from the premise to the common garbage dump.
- iii) Keep dump area reasonably in a clean condition.
- iv) Garbage segregation needs to be followed before disposal.
- v) Disposal of collected garbage at nearest dumping ground of Municipality / Municipal Corporation / Panchayat / Panchayat Samity or any other suitable location shown by the tender inviting authority.
- vi) Necessary permission in this regard should be obtained by the agency.

Scope of Electro-Mechanical Support Service and Plumbing Service:

The agency should quote considering the men and machine, tools and tackles to be deployed by them for the activity below. Only the cost of all spares and consumable items required for the operation will be provided by the agency and claim for reimbursement from the institute against prior approval from institute authority.

a) Electrical Operation & Maintenance

- i. **A. General Maintenance** Checking serviceability of lamps and tubes regularly. Replacement of faulty tubes, lamps, ballast.
- ii. Checking of conduits and wiring above false ceiling, if any.
- iii. Checking serviceability of lamps in street lighting poles, garden lighting, fencing lighting and replacing if necessary.
- iv. Watering of earth pit. Checking of earth resistance by instrument. Tightening of nuts and bolts, cleaning of all joints.
- v. Attending to power breakdown in case of internal faults.
- vi. Taking regular meter reading if necessary.

C. Plumbing Service

- i. Checking for water pumps and accessories, water level in the overhead/underground tanks
- ii. Checking of rainwater shafts, toilet shafts for leakage and blockage and rectification of the same.
- iii. Checking of all toilets and toilet fittings for loose connections, leakage etc.
- iv. Ensure adequate water supply to various drinking water outlets and toilets.

D. Fire Fighting System Maintenance Monitoring

- a. Periodic check of the portable fire extinguisher for their position/location.
- b. Monitor the life of the extinguishers and follow up with authorized vendor for necessary refilling and keep record of the same.
- c. Check that the necessary and appropriate operating instructions are displayed in front of fire extinguishers.
- d. Monitor that the AMC of the detection/fighting system is being carried out by the authorized vendor as per schedule.
- e. To finalize building evacuation plan with the institute authority and to check that it is displayed in suitable locations of the building.

3) Minimum no. of person to be deployed:

- 1) 14 no. of Sweeper of which there should be 5 women (Unskilled)
- 2) Supervisor: 1 Person (Semi Skilled)
- 3) Electrician cum Plumber : 1 Person (Skilled)
- 4) Air Conditioning Technician : 1 Person (Skilled)

4. Qualifications of Persons deployed

Sweeping Personnel - At least VIII passed with good physique

Languages known: Should be able to read and write Bengali & English.

5. Duty and Discipline :-

- a) The agency engaged for this work will have to maintain a regular contact with the nodal authority of the Department and holds discussion regarding performance of work.
- b) The persons engaged for duty will have to wear same uniform for identification and has to be approved by the Council. Uniform will have to be supplied by the agency for which no additional allowance or charges will be entertained.
- b. The duty Roster of the persons to be engaged for sweeping & Cleaning will have to be intimated duly to the Concerned authority in cases of every change of duties.
- c. In case of negligence in performing duty by any guard/He/She , should be removed immediately from duties by the Agency.
- d. No claim will be entertained for the permanent service of the Sweeping personnel engaged and the concerned authority shall not remain responsible in any liabilities or complication arises from the guards.
- e. The authority shall not be responsible for supply of rain coat/umbrella/winter clothing's to the staff engaged by the agency. The same are to be supplied by the successful quotationer and the cost may be considered in the rate quoted by the quotationers.
- f. The authority shall not responsible for giving compensation or otherwise will not be liable in any manner whatsoever for an injury and/or death of sweeping personnel while on duty.
- g. The sweeping & Cleaning arrangement will have to be made from the date as mentioned in the work order.
- h. The Sweeping personnel shall perform the duties round the clock on all days of the month and year. The shift timings shall be strictly adhered to and no cleaning personnel shall be allowed to continue beyond his stipulated shift timings, for whatsoever reason it may be. Any absenteeism on duty has to make up by the firm by deploying guard at their resources. The contractor will ensure that after every 6 days of work, a weekly off (for full day) is given to

guards and this aspect has to be strictly adhered to. No excess or overtime may be charged and leave substitute will be a part of Man-Month rate claimed.

- i. The organization must have adequate resource and capability to provide machines for operations wherever required. Name of machines for cleaning owned by Agency may be given as a part of Technical Compliance.
- j. The organization will have to produce list of all necessary material, equipments & machines currently owned and intended to be used by them as per last audited balance sheet to ensure that they are capable of doing the business.

6.Termination of Contract: -

6.1) The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the tender inviting authority at least three months in advance.

6.2) The tender inviting authority reserves the right to terminate the agreement any time without assigning any reason there on and even for non-performance of any clause mentioned in the tender document after serving a notice of 1 (one) month advance.

6.3) During the period of the notice as explained in clause 6.2 above the contractor agency will be bound to carry on his duties and responsibilities as defined and explained in all the clause of "SPECIAL TERMS OF CONTRACT "failing which the, works will be assigned to the next lowest bidder at the cost of the defaulting contractor/agency without any further intimation/notice to him.

6.4) The agency will have to take immediate redressal measure on receipt of any intimation regarding the irregular/improper performance of duties by the person deployed failing which action will be taken as per provision of Tender /contract document.

7) Penalty: - 7.1) Penalty @ 10% of the bill value will be imposed as the agency charge claimed per month if the company fail to pay the monthly salary / wages to the employee within 7th working day of the next month.

7.2) 3 such failure would result in blacklisting of the company and debarring the agency from participating in any further tender of WBSCT&VE&SD.

Start of Work :-

Immediately after receiving the work order the quotationer must submit a detail list showing the name, signature (LTI) and passport size photo ID duly attested form in duplicate of Sweeping gurad duly attested by the contractor well in time, to the undersigned. If, any change is made subsequently by the contractor the change (in name, signature etc.) is to be intimated and got approved from the Council. As and when such change is made. All personnel to be engaged after Medical fitness and PVA Report is submitted at Council before start of work.

9. AGENCY CHARGE :

- a. **The participating bidder is required to quote its AGENCY CHARGE, i.e. agency charge for deployment of such persons on per person per month basis, FOR ONE YEAR, in figure only in the Item-Rate BOQ downloading from tender documents of this tender.**
- b. **It may be mentioned that this AGENCY CHARGE that needs to be quoted shall be paid to the successful bidder on his carrying out of his work successfully over and above the prevailing minimum wages as notified by Labour Commissioner from time to time, in the respective column of BOQ.**
- c. **The quoted Agency Charge should be inclusive of all other charges mentioned in scope of work for which separate quotation is not given in BOQ.**
- d. **Agency charge should not be zero or impracticable. While quoting the price bid , tenders are required to submit the brief description regarding “ How the agency is going to meet with their regular expenses i.e. expenses of Accounts for running the office.**
- e. **No extra claim will be entertained on any account and the agency charge will remain fixed for a period of one year from the date of engagement.**

- f. Selection of L1 bidder will be based on the minimum of total of agency charge and monthly material cost quoted as per annexure-II of the tender. The bidder has to quote for all items and a declaration is to be submitted that he is quoting for all mentioned items in Scope of work, Part bidding is not accepted in any manner whatsoever. 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. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
10. The consolidated monthly charges paid to Private Security Agencies shall have three parts -(Three bill)
- a. Payment of minimum wages due in sync with minimum wages as prescribed by the Labour Department from time to time for the manpower deployed and statutory employee's contribution towards EPF & ESI and Bonus for the employee.
 - b. Consumables. Cost to be purchased and used monthly in Sync with the list submitted as a part of Tender document.
 - c. Any other Agency Charges quoted in tender and reimbursement of GST as applicable on account of service rendered.
 - d. Separate bill for payment of Bonus (Id & Puja) to be submitted well in advance with proper calculation.
11. **Payment of minimum wages for deployed manpower shall have to be made into bank a/c of the persons deployed for the mentioned services and proof of such payment including EPF and ESI paid challan has to be submitted to the WBSCT&VE&SD within 2nd working day of the next month for release of next payment.** Any report of violation will be treated accordingly and shall lead to termination of contract, if such report is found to be true.
12. **Settlement of Dispute :-** Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.

*Chief Administrative Officer,
WBSCT&VE&SD*

SECTION - A (INSTRUCTION TO BIDDERS)

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders 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://wbtenders.gov.in> (the e-tendering web portal of the Government of West Bengal).
- 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1 above. DSC is given as a USB e-Token.
- 3. The contractor can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website mentioned above, 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 it is found that a single bidder has applied severally in a single job all his applications will be rejected for that job.

5. **Submission of Tenders:** Tenders are to be submitted online to the website mentioned above, in separate folders at a time for each work, in Technical Proposal & in 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).

6. **Technical Proposal:** The Technical proposal should contain scanned copies of the following in following covers (folders):

a. **Statutory Cover as detailed below:**

- i. **Earnest Money (EMD) as prescribed in the NIT in favour of the WBSCT&VE&SD payable at Kolkata submitted through Online.**
- ii. **Tender Application Form& NIT (*download properly and upload the same digitally Signed*).**
- iii. **The rate will be quoted in the B.O.Q.(Bid B). Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Bid A, the tender is liable to be summarily rejected.**
- iv. **Tech Document 1 {Should include Power of attorney, Organogram, Deed, Proof of Office in Kolkata, Undertaking on Performance as per XVI at Page 4}**
- v. **Tech Document 2 {Should include Registration with Regn Nos, where applicable, of EPF, ESIC, Service Tax, Contract Labour Certificate, Labour license for minimum 100 manpower}**
- vi. **Tech Document 3 {PSARA License}**
- vii. **Tech Document 4 { Training Facility Details and Declarations as per Point 4 of Page 12}**
- viii. **Tech Document 5 { Valid ISO: 9001-2008 Certificate, Declaration that rate for all aforesaid item have been submitted}.**

Viii) Tech Document 6.

Cover containing the following documents:

- a. Professional Tax (PT) deposit receipt challan for the financial year 2021-22, Pan Card, IT SARAL for the Assessment year 2019-2020 to 2021-22, GST Registration Certificate.
- b. Registration Certificate under Company Act. (If any).
- c. Registered Deed of partnership Firm / Article of Association & Memorandum.
- d. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- e. All the certificates & documents regarding legal entity, annual turnover, technical capabilities, statutory liabilities and taxation, certification, manpower, machine & performance guarantee as mentioned in prequalification criteria.
- f. Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 5 (*five*) years(year just preceding the current Financial Year will be considered as year - I)
- g. Clearance Certificate for the Current Year issued by the Assistant/Deputy Register of Co-Operative Society (ARCS),bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.
- h. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & way-bill.
- i. List of Technical staffs along with structure & organization.
- j. List of Monthly consumables to be used. (items wise / Unit wise) Annexure-II
- k. The prospective bidder should have to submit testimonials of credentials in support of satisfactory working experience within 5 (*five*) years. Scanned copy of Original Credential Certificate as stated in of NIT shall have to be submitted (on line).

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No A. 6. (a) and Sl. No A. 6. (b) will render the bidder liable to be rejected for both statutory & non statutory cover.

The above stated 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.

- 1. Tender Evaluation Committee (TEC):** Evaluation Committee constituted as per order of the Department of Technical Education & Training, Government of West Bengal will function as Evaluation Committee for selection of technically qualified contractors.
- 2. Opening & evaluation of tender:** If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- 3. Opening of Technical Proposal:** Technical proposals will be opened by Council and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending bidders may remain present at the time of opening of tender.
5. Cover (folder) for Statutory Documents [Ref. Sl. No. A.6. (a)] will be opened first and if found in order, cover(folder) for Non-Statutory Documents [Ref. Sl. No. A.6. (b)] will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified bidders will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
9. During evaluation the committee may summon of the bidders & 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.

10. Financial Proposal

- a. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities(BOQ). The contractor is to quote the rate against each & every item of work in the space provided in the BOQ (in figure only) online through computer in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded, after quoting rates, virus scanned & Digitally Signed by the contractor.
- c. Penalty for suppression / distortion of facts: If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
- d. Rejection of Bid: 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.
- e. Award of Contract: The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
- f. On receipt of LOA, the bidder will submit the performance Guarantee 5% of the total bid value within a week of receipt of LOA.
- g. The notification of award will constitute the formation of the Contract. The Agreement in the line of W.B. From No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIT & B.O.Q. will be the part of the contract documents.
- h. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank in favour of the WBSCT&VE&SD within time limit to be set in the letter of acceptance.

*Chief Administrative Officer,
WBSCT&VE&SD*

ANNEXURE - I (APPLICATION)

e-Tender for security services of Karigari Bhavan & Kolkata Karigari Bhavan

NIT No _____

- 1 i) Name and address of Firm/ Agency/
Company
ii) Address of Kolkata Office :

- 2 Telephone& Fax Nos:
- 5 Cell phone Numbers
- 6 E-mail ID
- 7 Name, Designation & Mobile No of
Authorised Signatory

- 8 Please specify as to whether tenderer is
sole proprietor/ Partnership
firm/Private or Limited company
- 9 Name, Address and Telephone No of
Directors/partners

- 10 Name & Address of the Banker
Bank Details :

- 11 Details of Earnest Money Deposit
a) Amount

- b) Demand Draft/Pay
order/Bankers Cheque No:
- c) Date of Issue
- d) Name of issuing Bank & Branch:

12 Any other information:

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

(Signature of the Bidder)

(Name and Address with Seal)

Annexure -II
Monthly List of Consumables

SL.NO.	ITEM NAME	QUANTITY	WEIGHT	SIZE	Cost (Rs.)
1	ROOM FRESHNER	20 Pcs	180 ML		1800
2	ODONIL	30 Pkts	-	Medium	1050
3	A-I Bar	20 Pkts	-	Big	2000
4	Floor Duster	15 Pcs	-	Big	240
5	Handle scotch brite	15 Pcs		6 inch	900
6	Hand Soap	15 Pcs	-	Medium	150
7	Hit (Black/ Red)	3 Pcs	-	Medium	555
8	Naphthalene	1 Pkt	1 Kg		420
9	Eazy-50 Mab refill	2 Pcs	-	10 inch	672
10	Colin	5 Pcs	500 ML		500
11	Garbage Polythene 36"x42"	20 Pkt			800
12	Garbage Polythene 20"x24"	20 Pkt			440
13	BIG Bucket	5 Pcs			800
14	Chemical R-6	3 Pcs	5 ltr		2550
15	Chemical R-7	2 Pcs	5 ltr.		1360
16	Raw Phenyle	5 Pcs	500 ML		1400
17	wet Mob Riffile	5 Pcs		18 Inches	1250
18	Wiper	5 Pcs		18 Inches	650
19	Wc brush	10 Pcs		Big	650
20	SCOTCH BRITE	10 Pcs		Medium	150

SL.NO.	ITEM NAME	QUANTITY	WEIGHT	SIZE	Cost (Rs.)
21	Broom	5			250
22	Tissue Paper	15 Pkt			750
23	Mop for weight Cleaning	4 Pcs			2000
			Total		21337/-