

পশ্চিমবঙ্গ সরকার  
নির্বাহী বাস্তুকারের কার্যালয়  
নিউটাউন নির্মাণ বিভাগ-II  
আবাসন অধিদপ্তর

পি-১১ সি.আই.টি রোড (৩য় তল) কলকাতা-৭০০০১৪  
দূরভাষা: ০৩৩-২২৬৫-১১৩৬ ইমেইল: eentcdii@gmail.com



Government of West Bengal  
Office of the Executive Engineer  
New Town Construction Division-II  
Housing Directorate  
P-11 C.I.T Road (3<sup>rd</sup> Floor) Kolkata-700014  
☎: 033-2265-1136 e-mail: eentcdii@gmail.com

Memo No:- 34/NTCD-II

ated:- 27-01-2025

NOTICE INVITING e-QUOTATION NO. 02(2<sup>nd</sup> Call) OF 2024-25  
OF THE EXECUTIVE ENGINEER, NEW TOWN CONSTRUCTION DIVISION-II,  
HOUSING DIRECTORATE, GOVT. OF W.B.

QUOTATION REFERENCE NO:- WBHOUSING/EE/NTCD II/e NIQ 02(2<sup>nd</sup> Call) /2024-25

The Executive Engineer, Executive Engineer, New Town Construction Division-II, Housing Directorate, Government of West Bengal, invites e-Quotation for the works detailed in the table below. (Submission of Bid through online)

1	Name of Work	Integrated Services by deployment of manpower of Male Security Guard for 12 (Twelve) months guarding for office of the Executive Engineer, New Town Construction Division-II, Housing Directorate, during the year 2024-25.
2	Engagement office	Office of the Executive Engineer, New Town Construction Division-II, Housing Directorate, Govt. of W.B.
3	No. of Security Guard's to be engaged	3 Nos
4	Period of completion	12 (Twelve) months
5	Earnest Money [Rs.]	15,000/-
6	Cost of Documents including WBF 2911[ii]	The intending bidders shall not have to pay the cost of quotation documents for the purpose of participating e-NIQ Lowest bidder / quotationer must have to pay cost of quotation documents at the time of formal agreement.
7	Name of concerned Division	New Town Construction Division-II, Housing Directorate, Govt. of W.B.
8	Eligibility of Bidder	Outside bonafide contractor having experience in similar nature of work with sufficient credentials during the last 5 years prior to the date of issue of this NIQ.

NOTE :-

*The Agency will quote rate only for "Service Charges" (such as Tools & Plants, GST, Contractors Profit, Labour Cess etc. etc. including all expenses from his end to provide the service but excluding the cost of Labour wages & GST for Labour wages, which will be derived from the current labour rate of Labour Department, Govt. of West Bengal.*

The payment will only be made after availability of fund. Conditional quotation will not be accepted. The materials which are required for the proposed of scheme shall be supplied by the Agency.

- In the event of e-filling intending quotationers may download the quotation documents from the website: <http://wbtender.gov.in> directly with the help of Digital Signature Certificate and earnest money may be remitted through Net Banking/NEFT/RTGS in favour of Executive Engineer, New Town Construction Division-II, Housing Directorate and also be documented through e-filling. EMD should be submitted by all participating quotationer /bidder. If any bidder fails to submit EMD he will be barred from participating any further Quotation of this department for a period as specified by this department. Necessary cost of tender

document (at the time of contract agreement by the successful quotationer only) may be submitted to Executive Engineer, New Town Construction Division-II, Housing Directorate during purchase of Agreement/Tender documents.



2. Both Technical bid and Financial bid are to be submitted concurrently duly signed digitally in website <http://wbtender.gov.in>
3. The technical bid and financial bid are to be submitted concurrently online only on or before 11.02.2025 upto 6.00 pm.
4. The FINANCIAL OFFER of the prospective quotationer will be considered only if the quotationer qualifies in the Technical bid. The decision of the Executive Engineer, New Town Construction Division-II, Housing Directorate will be final & binding on all concerned and no challenge against such decision will be entertained.
5. 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.
6. Bid shall remain valid for a period not less than 120 days after the dead line date for Financial Bid submission.
7. Important date and time schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online)	27.01.2025 at 6:30 pm
2	Documents download/sell start date (Online).	27.01.2025, from 06:30 pm
3	Documents download/sell end date (Online).	11.02.2025 up to 11.00 am
4	Date & Place of Pre-Bid meeting with intending tenderers.	30.01.2025 at 1.30 pm.
5	Bid submission start date (Online).	29.01.2025 after 6.00 pm
6	Bid Submission closing (Online).	11.02.2025 up to 11.30 pm
7	Last Date of submission of original copies of Tender Documents and receipt of Earnest Money Deposit – through (NEFT/ RTGS/ Offline)	Will be intimated online in due course.
8	Opening date for Technical bid/ proposals (Online).	13.02.2025 after 11.30 am

#### LOCATION OF CRITICAL EVENT

##### **Place of Pre-Bid meeting & Bid Opening**

**Office of The Executive Engineer  
New Town Construction Division-II, Housing Directorate  
P-11 CIT Road (3<sup>rd</sup> Floor) Kolkata-700014.**

8. The validity of contract will be for 12 (Twelve) Months from the date of issue of the work-order.
9. **Earnest Money:** Earnest money only must be submitted (In favour of Executive Engineer, Kolkata New Town Construction Division-II, Housing Directorate) in the form of ONLINE ECS/NEFT THROUGH ICICI BANK GATEWAY PORTAL. Amount of Earnest Money have been mentioned in attached sheet of this NIT. This clause is also applicable for all categories of applicants as per GO 1110-F, dt. 10/02/2006 of Spl. Sec., F-D. Govt. of W.B.

Balance earnest money if required will have to be submitted along with submission of quotation documents for formal agreement for successful Quotationer.

*At the time of uploading the quotation, the intending quotationer should upload a scanned copy of NEFT/RTGS receipt as Earnest Money issued from any authorized bank under RBI, payable at Kolkata in favour of the Executive Engineer, New Town Construction Division-II, Housing Directorate along with his quotation.*

10. In this e-NIQ the term 'his' relating to intending quotationer/quotationer/bidder is not gender specific.
11. The bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the bid and entering into a contract for the work as mentioned in this NIQ before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense. No additional claim will be entertained later on.
12. The intending quotationer/bidder should clearly understand that whatever may be the outcome of the present e-NIQ no cost of bidding shall be reimbursable by the department. The Executive Engineer, New Town Construction Division-II, Housing Directorate reserves the right to reject any or all application(s) for purchasing and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any quotationer at the stage of bidding.
13. REFUND OF EMD: As per prevailing G.O.



14. The intending quotationers are required to quote the rate online only.
15. (i) The intending Quotationer should produce credentials of a similar nature of completed work as a prime agency of the minimum value of 30% (Thirty Percent) of the estimated amount per year basis (Refer page No-7, Annexure-A) put to tender during 5 [Five] years prior to the date of issue of the quotation notice, or,
- (ii) The intending Quotationer should produce credentials of 2 [two] similar nature of completed work as a prime agency, each of the minimum value of 20% (Twenty Percent) of the estimated amount per year basis (Refer page No-7, Annexure-A) put to tender during 5 [Five] years prior to the date of issue of the quotation notice, or,
- (iii) The intending tenderers should produce credentials of one single running work of similar nature as a prime agency which has been completed to the extent of 75% or more and value (Refer page No-7, Annexure-A) of which is not less than the desired value at [i] above,
- (iv) In case of running works only those Quotationer who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or Equivalent competent authority will be eligible for the quotation, in the required certificate it should be clearly stated that the work is in progress satisfactorily and that no penal action has been initiated against the executed agency, i.e. the Quotationer.
- Quotationer shall submit authenticated documents to prove that the agency has executed similar nature of work.
- N.B.: - Completion certificate should contain a) Name of work, (b) Name of Client with address, (c) Amount put to tender, (d) Tendered amount, e) executed amount, f) Schedule month and year of commencement and completion as per work order (g) actual month and year of completion.
- (v) The organization must be registered under the Companies Act 1956 in case limited company and must have been in operation for a period of 5 (Five) years as on 31/03/2023.
16. Successful quotationer/contractor shall have to comply (As applicable) 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 from time to time.
17. During scrutiny, if it comes to the notice to the quotation inviting authority that the credential(s) and/or any other paper(s) of any bidder/quotationer has/have been found incorrect/manufactured/fabricated, that bidder will not be allowed to participate in the bid and penal action may be initiated by the department against the bidder along with rejection of his bid. The Executive Engineer, New Town Construction Division-II, Housing Directorate reserves the right to cancel the e-NIQ at any time and no claim in this respect will be entertained.
18. In case of any objection regarding prequalification of any intending quotationer that should be lodged to the Executive Engineer, New Town Construction Division-II, Housing Directorate within 48 (Forty Eight) hours from the date and time of Technical Evaluation and beyond that time schedule, no objection will be entertained.
19. At any stage, the e-NIQ inviting authority may verify the originals as submitted by the intending quotationers and he must co-operate with the department in all manners and if any false/incorrect/fabricated documents are found, his quotation will not only be rejected, penal action as decided by the department will also be imposed upon him.
20. If any discrepancy arises between two similar clauses on different notification(s), the clause as stated in later notification will supersede the former one in the following sequence:
- i) WBF No. 2911.
  - ii) e-NIQ.
  - iii) Special terms & conditions.
  - iv) Technical Bid.
  - v) Financial Bid.
21. With whom the acceptance of quotation vests Executive Engineer, New Town Construction Division-II, Housing Directorate.



- 22 Intending quotationers are required to submit online self attested photocopies of valid partnership deed (in case of partnership firm), current PTCC, PAN Card, GST, ITR, trade license, credentials.
- 23 All intending quotationers are requested to be present during online opening of bids/quotations positively, if considered necessary, instant offline bid may be conducted immediately after opening of bids to lower down rates and in no case his/their absence will stand against holding the same.
- 24 The successful quotationer (contractor/agency) will have to execute an Agreement in WBF No. 2911(i) as applicable in duplicate and 1(one) copy in plain paper along with other documents within seven (7) days from the date of issue of letter of acceptance, failing which the quotation is liable to be cancelled & earnest money will be forfeited to Govt.
- 25 No work shall be commenced or liability incurred until the work-order issued.
- 26 The acceptance of the quotation will rest with the Executive Engineer, New Town Construction Division-II, Housing Directorate who does not bind himself to accept the lowest quotation & reserve the authority to reject any or all the quotations received without assigning any reasons.
- 27 If any quotationer/bidder withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting quotation to this department for minimum period of one (1) year.
- 28 Successful quotationer/bidder will be required to obtain valid Registration Certificate & Labour Licence from respective Regional Labour offices where construction work by them are proposed to be carried out as per clause u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act as applicable.
- 29 Power of attorney holders are not allowed to sign Tender Document unless or otherwise approved by the Government.
- 30 Successful quotationer will be required (As applicable) to observe the conditions strictly:-
  - i) Employees' Provident and Miscellaneous Provision Act, 1952 and Employee State Insurance Act. 1948 should be strictly adhered to whenever such Acts become applicable.
  - ii) Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum wages Act, 1948 in respect of scheduled employments within the time as per law. Payment, wherever applicable has to be made.
  - iii) Adequate safety and welfare measures must be provided as per provisions of the building and other Construction Workers' (regulation of employment & conditions of service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.
  - iv) All liabilities arising out of engagement of workers are duly met before submission of bills for payment. If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned contractor/ bidder ineligible for the work then and there or any subsequent stage as may be found convenient.
- 31 The quotation documents & other relevant particulars (if any) may be seen by the intending quotationers during office hours in the office of the Executive Engineer, New Town Construction Division-II, Housing Directorate, on all working days (except Saturday and Sunday and any other Govt. Holidays)
- 32 No joint venture is allowed.
- 33 Eligibility criteria for participation in the Quotation:-  
Intending quotationers will have to satisfy the Executive Engineer, New Town Construction Division-II, Housing Directorate, about their capability & resourcefulness to complete such works within the scheduled time with their ITR, PAN, GST, PTCC, Trade License, as applicable while applying online to be technically qualified. The intending quotationers while applying for Quotation shall have to furnish a list of works of similar nature & magnitude executed by them during the last five (5) years with necessary satisfactory completion certificate under the authority of State/Central Government as well as State/Central Government undertaking, Statutory Bodies constituting under this stature of State/Central government (non-statutory documents). In absence of the above details quotation will be rejected.

For applicant as of Registered Unemployed Engineers Co-operative Societies / Registered Labour Co operative Societies audited balance sheet showing accounts upto previous last 5(five) years, ARCS, Bye law, eligible list of Registered Unemployed Engineers / Registered Labour Co operative Societies etc., as applicable must be documented through e-filing.



N.B. : 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.

The Executive Engineer reserves the right to cancel the e-NIQ without assigning any reason for it & the decision of the Executive Engineer, New Town Construction Division-II, Housing Directorate, in this respect will be final.

- 34 Intending quotationers are requested to inspect sites and quoted their rate only for service charges through online (inclusive of cost of man power, tools & tackles, machineries, necessary materials and management fee and service tax, if any etc.) as per person per month ( both in figures and in words ). No conditional/incomplete quotations will be entertained.
- 35 The successful quotationer (contractor/agency) shall have binding with the terms & conditions and special terms & conditions of this e\_NIQ and with attached sheets.
- 36 Selected contractor should engage personnel having public interaction skill, effective verbal and listening communication skills. The personnel should possess cultural awareness and sensitivity and be flexible
- 37 Selected contractor & his personnel must be conversant with legal regulations and safety issues and the contractor must ensure that safety standards and buildings regulations are met.
- 38 Selected contractor should ensure that none of his personnel stays at site beyond duty hours unless otherwise instructed by site engineers.
- 39 Selected contractor will have to submit to the care taker, JE concerned, AE concerned and Executive Engineer the list of personnel with their photo, photo identity proof, address proof, licence duly attested by the person concerned and by the contractor.
- 40 Selected contractor shall take all possible care for Govt. property & of any damages due to negligence of his workers, the contractor/Agency shall be responsible for all such damages & repair the same at his own cost.
- 41 Intending quotationers should quote their rate only for service charges considering service as per terms & conditions and special terms & conditions including cost of materials to render such services and also considering that all tools & plants will have to be arranged by the contractor.
- 42 Selected contractor should maintain an attendance register duly certified by the Junior Engineer/Assistant Engineer. This register would always be available for verification by JE concerned and other departmental official.
- 43 Among his personnel deployed at each site the selected contractor must ensure that in case of emergency at any time the service is provided and it must be ensured that at least one of his personnel at each site can be contacted at any time.
- 44 Selected contractor would be responsible to ensure payment of minimum wages to engaged persons as per Labour Department's circular in vogue.
- 45 For any unsatisfactory performance of any personnel, the contractor will be responsible.
- 46 The selected contractor shall submit bill to the Executive Engineer through the concerned Assistant Engineer for payment.
- 47 Statuary deductions as per Govt. Rules and regulations and 0.99% of labour welfare cess & 0.01 % of revenue will be deducted from contractor's bill.
- 48 The contract may be terminated by giving one month notice on either side & on this event, no claim for idle labour etc. shall be entertained.
- 49 Arbitrations will not be allowed for the work. The clause 25 of 2911(ii) is to be considered as deleted clause, vide gazette notification no.-558/SPW-13<sup>th</sup> December, 2011.
- 50 If the selected agency executes the work satisfactorily, the agreement may be extended further, for another 6 (six) months or till selection of new agency as per existing terms & conditions of the agreement. The defect liability period for the work shall be treated 3 (three) months from the date of completion of work, security deposit for the work in this quotation is deducted as per latest G.O & to be deducted from the payment of the contractor. Such security deposit deducted from the payment of the contractor shall become payable as per latest Government G.O provision in W.B from No:-2911, so far as they relate to time framed for released of said, security deposit are to be treated as superseded by this provision.



- 51 The rate should be quoted in figures for each Security Personnel for duty of 8 (eight), hours per day including all charges like: - Minimum Wages, EPF, ESI, Bonus, Service Tax, G.S.T applicable or calculated as per latest Order of the Labour Department, Government of West Bengal. No others charges would be reimbursed except that is quoted. So quotationers should be quote their rates accordingly.
- 52 The L1 bidder should be provide Minimum Wages, EPF, ESI, Bonus to each Security Personnel, as per latest Order of the Labour Department, Government of West Bengal and related documents to be submitted with bill in every month.



Executive Engineer  
New Town Construction Division-II  
Housing Directorate, Govt. of W.B

**Memo No : 34/1(8)/NTCD-II**

**Dated : 27.01.2025**

Copy forwarded for favour of kind information to :-

- 1) The Chief Engineer, Housing Directorate (In duplicate).
- 2) The Special Secretary, Housing Department for his information and requested to display this eNIQ on the Website of Housing Department.
- 3) The Superintending Engineer, South Circle No.(In duplicate) /West Circle-H. Dte.
- 4) The Executive Engineer- Kolkata North-I / II Divn./ Kolkata South-I/ II Divn.
- 5) The Assistant Engineer, NTCD-II.
- 6) The Divisional Accounts Officer, Gr-I.
- 7) Notice Board of this Office.
- 8) Estimating Branch of this office for information.



Executive Engineer  
New Town Construction Division-II  
Housing Directorate, Govt. of W.B

