



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE EXECUTIVE ENGINEER,
MEDINIPUR DIVISION, HOUSING DIRECTORATE
P.W.D OFFICE COMPLEX (2nd FLOOR),
NEAR RAKHAL MEMORIAL FOOTBALL GROUND (MAIN GATE)
P.O. TAMLUK, DIST. PURBA MEDINIPUR
PIN-721636**

MEMO NO - 907

DATED: 23/08/2017

TENDER NO: WBHOUSING/EE/MED/e-NIT06/2017-18

Name of the Work: Engagement of agency for Internal Security Services and sweepers (conservancy) at the Office of the Assistant Engineer, Medinipur Sub-Division and different R.H.E'S, Rest shed of Medinipur Sub- Division, Housing Directorate.

Electronic Tenders are invited from experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies for providing security services & sweepers (conservancy) at the Office of the Assistant Engineer, Medinipur Sub-Division and different R.H.E'S, Rest shed of Medinipur Sub- Division, Housing Directorate,. As per details given below having experience of rendering similar services with at least 3years experience of completing the service of equal quantity of workers as mentioned in column III of the Price Bid in a single order to offices under the establishment of this Government or Government of West Bengal/ Undertaking of this Government or Government of West Bengal for at least three year in the block of three financial years ending 31st March, 2017. The Tender shall be electronically submitted in the website: <https://wbhousing.gov.in>.

<u>SUBMISSION & OPENING OF TENDER</u>	
Publish date & time	11 th October, 2017 at 06:55 PM
Documents download/sale start date	11 th October, 2017 at 06:55 PM
Bid submission start date	11 th October, 2017 at 06:55 PM
Last date of submit of e- tender at the website wbtenders.gov.in.	1 st November , 2017 at 06:55 PM.
Date of Opening The Technical Bid of Tender:	6 th November, 2017 at 12.00 noon.
Date of Opening The Price Bid of Tender:	To be informed later on.

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this office. For this purpose, there will be an assessment period of 06 (six) months from the period of engagement. Bills for the said services rendered will have to be raised monthly basis for a calendar month or part thereof, as the case may be and submitted in the office within the 15th of the month next to the concerned month.

1)

SCOPE OF WORK:

- a) Providing security services in three shifts for 24 hours (round the clock) and sweepers 8 hours at the entrance and exit points of the office Executive Engineer, Medinipur Division, Housing Directorate, of the Assistant Engineer, Haldia Sub-Division and different R.H.E'S rest shed of Haldia Sub- Division, Housing Directorate.
- b) Observance of instructions pertaining to security aspects issued by the competent Police Authorities from time to time and also from the part of the undersigned time to time.
- c) Regulating entry of visitors in the above office complex as per instructions of the competent administrative authority.

2)

INSTRUCTIONS FOR TENDERER:

- a. Tender must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.
- b. Technical bid should contain all the documents like, signed tender documents, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, duly filled & signed by the tenderer.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of tenderer shall be electronically submitted. Tenderer should note specifically that all pages of tender document electronically submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price bid only and electronically submitted.
- d. Price should be mentioned only in the "Part-B, Price Bid Format" after quoting the rates as specified in the price bid format.
- e. Prior to quoting of rates, the intending agencies are requested to inspect the office Executive Engineer, Medinipur Division, Tamluk, Housing Directorate.
- f. On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenders. Price Bid will be opened on the scheduled date only in respect of those tenders, whose bids are found technically acceptable.
- g. Office of the Executive Engineer, Medinipur Division, Tamluk, Housing Directorate,
- h. The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- i. The contract shall be initially for ~~3~~ three years. The authority holds the right to terminate the contract for violation of terms and conditions at any time without any notice.
- j. The agency selected for engagement shall have to enter into a formal agreement with the department.
- k. The tenderers or their representative may attend the opening of both the Bids (Part A & B).
- l. The intending tender should produce credential of similar time of a completed single work having value of the estimated amount put to tender during 03(Three) years prior to the date of e-tender.

PART-A
Technical Bid


Engagement of agency for Internal Security Services and sweepers (conservancy) at the Office of the Assistant Engineer, Medinipur Sub-Division and different R.H.E'S, Rest shed of Medinipur Sub-Division, Housing Directorate.

(I) Terms & Conditions to be followed for the Technical Bid.

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.
- c) The operating staff must have such state of physical and mental ability commensurate to provide the above stated security service.
- d) The service may have to be rendered for beyond the stipulated hours of work and even on holiday including Sundays.
- e) The personnel will have to work in separate groups for each floor performing under adequate and competent supervision.
- f) Labour related enactments and laws of the land are to be observed strictly.

(II) An intending agency shall submit signed copies of the following documents.

- a. Valid Trade license.
- b. PAN Card.
- c. Profession Tax Registration certificate with current challan.
- d. GST Registration certificate with latest Service Tax Return.
- e. EPF Registration certificate with last three month payment challan at least 50 persons.
- f. ESIC Registration certificate with last three month payment challan at least 50 persons.
- g. Labour Licence Registration certificate.
- h. Registration under Ministry of Labour and Employment.
- i. Certificate of shop and Establishment.
- j. Income tax return for last three years.
- k. Audit Report for last three years.
- l. Firm/Company registration certificate.
- m. Registration under Quality management system – ISO 9001:2008 as Security Provider.
- n. Private Security License obtained from Home Department Govt. of West Bengal.
- o. Banker's solvency certificate addressed to the Commissioner, Commercial Tax, 14, Beliaghata Road, Kolkata – 700015 to the extent of 100% of the Quoted tender value of work.
- p. Minimum one year experience of rendering similar service of at least equal quantity of workers as mentioned in column III of the Price Bid in a single order to offices under the establishment of this Government or Government of West Bengal/ Undertaking of this Government or Government of West Bengal or any govt. of state.


**Executive Engineer
Medinipur Division
Housing Directorate
Govt. of West Bengal**

(III) Qualification of the personnel engaged for performing Security Duty by the successful bidder:

- a) He/she shall be a citizen of India with valid proof of citizenship like Elector's Photo Identity Card (EPIC) etc.
- b) He/she shall be temperamentally and physically competent for performing security duty.
- c) He/she shall have ordinary residence preferably within 8 (Eight) kilometer from the office site.
- d) He/she shall have an authority by the successful agency to work on their behalf.
- e) He/she shall have age not below 18 years and age not exceeding 50 years.
- f) He/she shall be courteous, sober, obedient and dutiful.
- g) Agency's deployed staff are wearing uniform & ID cards shall be provided by the Agency (Performance security).

(IV) Earnest Money:-

The Tenderer shall be required to deposit Earnest Money of **Rs.64,224.00 (Rupees Sixty Four Thousand Two hundred Twenty Four only)** in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concern bank branch through NEFT of RTGS mode.

S/d

Executive Engineer


Medinipur Division, Housing Directorate



**List Of Engagement For Internal Security Services & Sweepers under Office Of
the Assistant Engineer, Medinipur Sub Division, Housing Directorate:-**

e-NIT-06

SL. No.	Name of RHE's & office	No. of Flats	Nos.of Required Sweeper	Nos.of Required Guard
1.	Bachurdoba	New 24 Nos. & Old 90 Nos.	2Nos.	4Nos.
2.	Subhasnagar	48Nos.	1No	4Nos.
3.	Barapathar	New 112 Nos. & Old 96 Nos.	2Nos	4Nos.
4.	Seikhpura	144Nos.	1No	4Nos.
5.	Ghatal	32Nos.	1No	4Nos
6.	Medinipur Sub Division, Rangamati	Ground & 1 st Floor office building campus	1No	2No


**Executive Engineer
Medinipur Division
Housing Directorate
Govt. of West Bengal**

MEMORANDUM

Sub: Online receipt and refund of EMO of e-procurement through State Government e- procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMO and other fees by the bidders participating in e- procurement.


Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMO/Bid Security related to e- procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRLs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRLs, etc shall login to the e-Procurement portal of the Government of West Bengal <http://wb-tenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMO /Tender Fees for that tender by selecting from either of the following payment modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRLs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMO/Tender Fees.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.



**Executive Engineer
Medinipur Division
Housing Directorate
Govt. of West Bengal**

a) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMO/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

- i. After opening of the bids' and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMO of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMO of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMO of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.


Executive Engineer
Medinipur Division

v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal-

- a) EMD of the L₁ bidder for tender of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-01-103-001-07" through GRIPS along with the bank particulars of the L₁ bidder.
- b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- vi. The Bank will share the details of the GRN no. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the bank A/c from which the payment of EMO & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.

- ii. The Tender Inviting Authority of the Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMO and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMO and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMO/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

(P. Siddhanta)
Secretary to the
Government of West Bengal
Finance Department

Instructions to Bidders

General guidance for E-Tendering:

The following are the instructions / guidelines for electronic submission of the tenders for assisting the service providers and or their authorized representatives to participate in E-Tendering:

- I. **Registration of Contractor:** Any service providers and or their authorized representatives 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://wbhousing.gov.in>.
- II. **Digital Signature Certificated (DSC):** Each service providers and or their authorized representatives is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site <https://wbtenders.gov.in>. DSC is given as a USB e-Token.
- III. The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website <https://wbhousing.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- IV. **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbhousing.gov.in> 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). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).


V. Payment:

The Tenderer shall be required to deposit Earnest Money of **Rs.64,224.00 (Rupees Sixty Four Thousand Two Hundred Twenty Four only)** in Online Mode only (as per Finance Memo No: 3975 F

(Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate

online in that case bidder have to pay the EMD at their concern bank branch through NEFT of RTGS mode.

- VI. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders):


Executive Engineer
Medinipur Division
Directorate

a) **Statutory Cover** Containing the following documents –

i. NIT

b) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	<ul style="list-style-type: none"> ✓ EPF Registration Certificate with last three month payment challan at least for 50 persons ✓ GST Registration certificate with latest Service Tax return ✓ PAN ✓ P.Tax Registration Certificate with current challan ✓ ESIC Registration certificate with last three month payment challan at least for 50 persons ✓ Labour Licence Registration certificate ✓ Registration Certificate under Ministry of Labour and Employment ✓ IT return for last three Assessment Year ✓ Certificate of shop and Establishment ✓ Private Security License obtained from Home Department Govt. of West Bengal ✓ Registration Certificate under Quality management system – ISO 9001:2008 as Security Provider ✓ Banker's solvency certificate addressed to the Commissioner, Commercial Tax, 14, Beliaghata Road, Kolkata – 700015 to the extent of 100% of the Quoted tender value of work
B.	Company Detail(s)	Company Detail	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BY LAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C.	Balance Sheet	PL & Balance Sheet: 2014-15 PL & Balance Sheet: 2015-16 PL & Balance Sheet: 2016-17	P/L AND BALANCE SHEET 2014-15, 2015-16, 2016-17
D.	Credential	Credential – 1	One experience of rendering similar service of at least equal quantity of workers as mentioned in column III of the Price Bid in a single order to offices under the establishment of this Government or Government of India/ Undertaking of this Government or Government of India

VII. Financial Proposal:

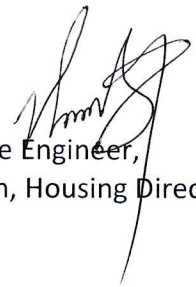
- a) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the web site.

Memo No : 913/1(18)

Date :11.10.2017

Copy forwarded to :

1. The Chief Engineer, Housing Directorate New sect. Building , Kolkata – 1 .
2. The Joint Secretary, Housing Department for display on the website of Housing Department.
3. The Superintending Engineer, Western Circle (in duplicate) /South Circle / North Circle.
4. The Executive Engineer, Burdwan Division, Bankura Division & Electrical Division No I/II.
5. The Assistant Engineer, Haldia Sub-Sub-Division/Medinipur Sub-Division (in duplicate) for information with the request to kindly paste the copy of this tender notice on NOTICE BOARD for publicity.
6. The District Magistrate, Paschim Medinipur/ Purba Medinipur.
7. The treasury Officer, Tamluk Treasury, Tamluk, Purba Mednipur for information & necessary action.
8. The Estimate section.
9. The Divisional Accounts Officer, Gr.- II, of this division.
10. The Cashier of this Division.


Executive Engineer,
Medinipur Division, Housing Directorate



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE EXECUTIVE ENGINEER,
MEDINIPUR DIVISION, HOUSING DIRECTORATE
P.W.D. OFFICE COMPLEX (2nd Floor),
NEAR RAKHAL MEMORIAL FOOTBALL GROUND (MAIN GATE)
P.O. TAMLUK, DIST. PURBA MEDINIPUR
PIN - 721636**

Memo No.: 913

Dated: 11.10.2017

"CORRIGENDUM"

Ref: - This Office e- N.I.T. No - 06 of 2017-2018 vide memo no. 907 dt. 23.08.2017

This is for general information that the following changes have been made in the above Notice.

Please read	In place of
Date of the e-NIT on 11.10.2017	Date of the e-NIT on 23.08.2017
Banker's solvency certificate to the extent of 100% of the Quoted tender value of work.	Banker's solvency certificate addressed to the Commissioner, Commercial Tax, 14 , Beliyaghata Road, Kolkata-700015 to the extent of 100% of the Quoted tender value of work
The intending tender should produce credential of similar nature of a completed single work having value 40% of the estimated amount put to tender during 3(Three) years prior to the date of issue of this e-tender Notice.	The intending tender should produce credential of similar time of a completed single work having value of the estimated amount put to tender during 3(Three) years prior to the date of e-tender

All other Terms & Condition will remain unchanged.


Executive Engineer
Medinipur Division , Housing Directorate

Memo No : 913/1(18)

Date: 11.10.2017

Copy forwarded to:

01. The Chief Engineer, Housing Directorate New sect. Building , kolkata - 1.
02. The Joint Secretary, Housing Department for display on the Website of Housing Department.
03. The Superintending Engineer, Western Circle (in duplicate) /South Circle/ North Circle.
04. The Executive Engineer, Burdwan Division, Bankura Division & Electrical Division No I/II.
05. The Assistant Engineer, Haldia Sub-Division / Medinipur Sub Division (in duplicate) for information with the request to kindly paste copy of this tender notice on NOTICE BOARD for publicity.
06. The District Magistrate, Paschim Medinipur/Purba Medinipur.
07. The Treasury Officer, Tamluk Treasury, Tamluk, Purba Medinipur for information & necessary action.
08. The Estimate Section.
09. The Divisional Accounts Officer, Gr. - II, of this Division.
10. The Cashier of this Division.


Executive Engineer,
Medinipur Division, Housing Directorate