



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE EXECUTIVE ENGINEER**  
**KOLKATA SOUTH - I DIVISION, HOUSING DIRECTORATE**  
**84, IBRAHIMPUR ROAD, KOLKATA 70032**  
**eeksdone@gmail.com**  
**PHONE NO.2429-0100**

**Memo. No. 437/X-159**

**Dated: 18/03/2020**

**NOTICE INVITING e\_ QUOTATION NO. 04 OF 2019-2020 OF THE EXECUTIVE ENGINEER, KOLKATA SOUTH - I DIVISION, HOUSING DIRECTORATE**  
**QUOTATION REFERENCE NO. WBHOUSING/EE/KS-I DIV/e-NIQ-04 OF 2019-20**

The Executive Engineer, Kolkata South-I Division Housing Directorate, invites e-Quotation (Item Rate) for the work detailed in the Table below (Submission of Bid through online).The financial proposal as per BOQ for one month which will be applicable for twelve months; necessary arithmetic calculation is to be made as applicable) shall be quoted by the intending quotationers.

Sl. No.	Name of work	Earnest Money (Initial)	Cost of Documents including W.B.F. 2911	Period of completion	Name of concerned Sub Division	Eligibility of Bidder
		(In Rs.)	(In Rs.)			
1.	Integrated Services by deployment of personnel For VIP Guest House at Diamond Harbour, South 24 Paraganas. (1) Sweeper-2 nos. (2) Security Guard-3 nos. (3) Electrician cum pump Operator cum valve Operator- 1 no. (4) Plumber 1 no. (5) Care taker -1 no. (6) Gardener - 1 no.	Rs. 20,000.00	Vide Notification No. 199-CRC/2M-10/2012 dt. 21.12.2012 Intending tenderers /Quotationers shall not have to pay the cost of tender Documents for the purpose of Participating in e-Quotation.	12 Month	A.E. K.S.S.D-III.	As per terms and condition of this e-NIQ
2.	Integrated Services by deployment of personnel For Office of the Assistant Engineer, Kolkata South sub-Division-II & III, and O/O the Indian Building Congress & Guest House at Baburam Ghosh Road, Kolkata. (1) Sweeper-1 no. (2) Security Guard-3 nos.	Rs. 9,000.00		12 Month	A.E. K.S.S.D-II.	As per terms and condition of this e-NIQ

Sl. No.	Name of work	Earnest Money (Initial)	Cost of Documents including W.B.F. 2911	Period of completion	Name of concerned Sub Division	Eligibility of Bidder
		(In Rs.)	(In Rs.)			
3.	Integrated Services by deployment of personnel For VIP Guest House at Regent Park, Kolkata. (1) Sweeper-2 nos. (2) Security Guard-3 nos. (3) ) Electrician cum pump Operator cum valve Operator- 1 no. (4) Plumber 1 no. (5) Care taker -1 no.	Rs. 18,000.00	Vide Notification No. 199-CRC/2M-10/2012 dt. 21.12.2012 Intending tenderers /Quotationers shall not have to pay the cost of tender Documents for the purpose of Participating in e_Quotation.	12 Month	A.E. K.S.S.D-II.	As per terms and condition of this e-NIQ
4.	Integrated Services by deployment of personnel For Working Women Hostel at Regent Park, Kolkata. (1) Sweeper-2 nos. (Female) (2) Security Guard-3 nos. (Female)	Rs. 11,000.00			A.E. K.S.S.D-II.	As per terms and condition of this e-NIQ
5.	Integrated Services by deployment of personnel For Working Women Hostel at Sagar, South 24 Paraganas. (1) Sweeper-3 nos. (Female) (2) Security Guard-6 nos. (Female) (3) Care taker-1 nos. (Female)	Rs. 11,000.00			A.E. K.S.S.D-III.	As per terms and condition of this e-NIQ
6.	Integrated Services by deployment of personnel For Temporary Office of Housing Industry Regulatory Authority & Housing Industry Appellate Tribunal at Existing commercial complex at Calcutta Greens at Rajapur on E.M. Bypass, Kolkata. (1) Sweeper-2 nos. (2) Security Guard- 6 nos.	Rs. 20,000.00			A.E. K.S.S.D-I.	As per terms and condition of this e-NIQ

The intending quotationer are requested to quote the rate online per person per month only for service charges (such as tools and plants, contractor's profit etc. including all expenses from his end to provide the service). Rate should be inclusive all taxes as per Govt. norms. Labour wages will be derived from the current labour rate of Labour Department, Govt. of West Bengal.

1. Online submitting Quotations are hereby invited from bonafide reliable & resourceful & experienced Contract for "Cleaning & Sweeping works at different Housing Estates attached Kolkata South-I Division, Housing Directorate, for twelve(12) months" as per Terms & Conditions enclosed.
  2. The earnest money will have to be submitted initially, as per enclosed sheet of this NIQ, in the form of online ECS/NEFT through ICICI bank gateway portal in favour of Executive Engineer, Kolkata South-I Division, Housing Directorate. This clause is also applicable all category of applicants as per G.O. No.1110-F dt.10-02-18 of Special. Secretary, FD. Govt. of W.B. Balance earnest money, in excess of the initial earnest money at the rate of 2.00% (two percent) of the quoted rate, if required, will have to be submitted along with submission of quotation documents for formal agreement. Earnest money will be refunded after completion of the contractual Period.
  3. The Successful quotationers will have to execute contract in WBF No. 2911 in two copies & one No. in plain papers along with other documents within Seven (7) days from the date of letter of acceptance / work order: failing which, the quotation is liable to be rejected & Earnest money will be forfeited to The Govt.
  4. No work shall be commenced or liability incurred until the Work Order issued.
  5. The acceptance of the quotation will rest with the Executive Engineer, Kolkata South-I Division 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.
  6. The validity of this contract will remain valid for one (1) year from the date of issue of the Work- Order or till Selection of new Agency for next Financial Year.
- 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, Kolkata South-I Division, Housing Directorate.
7. Eligibility of contractors: - Outside Bonafide contractors having necessary credentials within last 5(five) years.
  8. Necessary documents to be required- PAN, Trade License, GST Registration Certificate, P-TAX (up to date), Latest IT Return, GST Return and other necessary documents.
  9. Rate should be quoted as per head/month service charges basis.
  10. All the charges like E.P.F., E.S.I., Bonus, Labour Welfare Cess, G.S.T. is admissible as per Govt. norms.
  11. Integrated Services by deployment of personnel nos. may be changed as per site requirement.
  12. Agreement may be terminated with servicing one month advance notice from either side.

Sd/- S. S. Malakar  
**Executive Engineer**  
**Kolkata South - I Division**  
**Housing Directorate**

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

1. The Chief Engineer, Housing Department for favour of his kind information.
2. The Joint Secretary, Housing Department for favour of his kind information, with a request to kindly publish the matter in the Departmental website.
3. The Superintending Engineer, South Circle, Housing Directorate
4. The Executive Engineer, Kolkata South - II Division, North-I & II Division, Burdwan Division, Bankura Division, Medinipur Division, Housing Directorate.
5. Contractors' Association Branch under certificate of posting.
6. Notice Board/Estimating Branch / D.A.O. / Cashier of this office for information.

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**SPECIAL TERMS & CONDITIONS**

**a) For job of sweeper**

The sweeper should

- Sweep the compound of the Housing Estate at least twice in a week. This includes cutting of jungles & bushes & removal of dead animals, if any.(Except big & dense grass & jungles)
- Sweep the common staircase including corridor of all floor of the building twice a week of which once with water, remove dead animals, if any, as and when necessary.
- Brush and clean the surface drain once in a fort night.
- Clean the garbage from dustbin every day.
- Blow whistle at 8AM every day to collect waste from all flats of the housing estate.
- Clean the roofs of the blocks once in a month.
- Spread bleaching powder, lime & phenyl etc. at least twice in a week.
- Report at site everyday including Saturday, Sunday and holidays. Be present at site from 8 AM to 5 PM (inclusive of one hour recess).
- After receiving requisitions from the concerned Junior Engineer/Caretaker promptly address the problems to the satisfaction of the occupants and engineers concerned.
- Grass cutting in the parks and lawns wherever applicable.
- Cutting of bushes and jungles as required.
- Disposal of garbage to the nearby KMC vat.
- Surface drain cleaning with donga.
- Pit cleaning of sewerage system as and when required (excluding septic tanks).
- Remove chockage of SW line & SW trap, inspection pit, septic tank etc. as & when necessary.
- Operate water line as and when necessary in case of emergency.
- be present at site from 8AM to 5PM (inclusive of one hour recess)

**b) For job of security guard**

The job of security guard is general caretaking and protection of buildings of entire housing estate with infrastructures i.e. structure, door and window frames and shutters including all fixtures complete and roof top tanks, all external pipe line, all electrical equipment with complete wiring and its fittings; also main switches installation below stair case; sanitary and plumbing lines with valves, valve chamber, pathways, lamps, septic tanks, inspection pit, gabions etc. and all properties within the housing complex including all parts of boundary wall and the security guard against any loss and pilferage from the Housing Estate.

The security guards should wear uniform and should be equipped with security equipment's provided by the contractor. Security equipment includes lathi and torch with cell.

The department will provide proper security kiosk with table and chair at every site where Security Guard will maintain registers. Electricity point for charging mobile phones will also be provided at the Security point.

The duty hours of security guards would be 24x7 in three shifts per day.

**a) For job of Plumber**

- 1) The Plumber should be capable of
  - reading drawings and specifications to determine layout of water supply, waste and venting system
  - detecting faults in plumbing appliances and systems and correctly diagnosing their causes
  - installing, repairing and maintaining domestic plumbing fixtures and systems
  - locating and making positions for pipe connections, passage holes and fixtures in walls and floors
  - measuring , cutting, bending and threading pipes using hand and power tools or machines
  - joining pipes and fittings together using soldering techniques, compression fittings, threaded fittings and push-on fittings
  - testing pipes for leaks using air and water pressure gauges
- 2) The plumber must possess the necessary plumbing tools and joinery materials. He should preferably have plumbing licence.
- 3) Normal duty hours of plumber would be 8AM to 5PM (inclusive of one hour recess time)
- 4) After receiving requisitions from the concerned SAE/Caretaker the plumber should promptly address the problems to the satisfaction of the occupants and engineers concerned.
- 5) All underground and roof top water reservoir should be cleaned and disinfected as per standard practice at least once in every three months.
- 6) Routine removing of chockage in GI/PVC/UPVC/CPVC pipes including cleaning of pipe for all water supply lines should be done in every six months as well as and as and when necessary.
- 7) The plumber will do necessary cutting holes through wall, floor, cornice and mending good damages with materials necessary to do the job.
- 8) The job of plumber also includes necessary dismantling, washing and cleaning with appropriate materials, re-fixing, change of washer and for these all required materials will have to be carried by the plumber.
- 9) The contractor should equip the plumber with those tools and materials for providing service as mentioned above.
- 10) All plumbing materials except tools and tackles (which will be provided by the contractor) will be provided by Housing Directorate and inventory will be available with the SAE at the site.

**d) For job of Electrician cum pump operator cum valve operator**

**Scope of work of Electrician cum Pump Operator cum Valve operator, Supervisor and the Agency**

- The Electrician cum Pump Operator cum Valve operator engaged by the agency should have technical expertise and have sufficient experience of operating pump motor sets including rectification of minor defects of electrical and plumbing system. Also he should have sufficient experience including necessary technical qualification Part-1 (b)/Part II/Part III issued by Directorate of Electricity, Govt. of West Bengal for maintaining the electrical installation of the building/campus.
- The Electrician cum Pump Operator cum Valve Operator should operate the pumps, regulate valves and maintain water supply system. He should also be responsible for minor maintenance of pump motor set, starter and main switch etc. including allied plumbing works.
- The Electrician cum Pump Operator should be responsible for maintenance of internal & external E.I. of the building/campus.
- The duty hours of Electricians cum Pump Operator cum Valve operator should be in two/three shifts per day per requirement and should not leave the site unless his reliever is present.
- During breakdown of pump motor set, the Agency will lift the pump motor set from UG reservoir/Deep tube well, will check the column pipes and pump motor set, will rectify in case of minor defects and will overagam the column pipes and pump motor set engaging his own manpower and tools and tackles.

- In case of defective column pipes or pump motor set, department will supply it and the Agency will be liable to lower the same and will normalize the water supply system at earliest.
- The Agency will get maximum 8 (eight) hours' time from the occurrence/detection of minor fault to the time of rectification of the defect/normalization of water supply system, failing which penalty will be imposed on them; quantum of which will be decided by the amount as stated in Clause 2 of WB Form No. 2911. The major faults will be rectified by the Department.
- The Agency should engage one or more Electrical Supervisor with Supervisory license by Directorate of Electricity, Govt. of West Bengal to supervise the work of Electrician cum Pump Operator cum Valve Operators. The supervisor should report to the concerned Assistant Engineer/Junior Engineer (Electrical) every week or as and when necessary regarding the developments of each RHE.
- The supervisor should be responsible to collect maintenance materials and pump motor set from concerned Assistant Engineer/Junior Engineer (Electrical) after placing request on in proper form and will deliver it to respective sites.
- Before taking over of each site, the Agency should submit the licenses of Electrician cum Pump Operator cum Valve Operator and Supervisor to the respective Assistant Engineer/Junior Engineer (Electrical) and after getting clearance from them, manpower can be engaged.
- Any work done by engagement of manpower without any valid license will be considered as null and void and Agency will have no right to claim any payment for it.
- For payment of wages of Electrician cum Pump Operator cum Valve operator etc. the Agency should produce the bill along with attendance sheet as per site duly authenticated by Junior Engineer/Work Assistant of either civil or electrical wing.
- It will be sole responsibility of the Agency to maintain the Electrical Installation and Water Supply System of each site (limited to the scope of operations and minor maintenance), without any interruption. If they fail to do so, the Department will engage necessary manpower to restore the same and department will deduct the amount spent for that from the bill of the Agency for which decision of Engineer in Charge will be final.
- The Agency should keep sufficient number of ladders in each site for maintenance work of inside the flat and campus lighting. The ladders required for electrical pole work will be provided by the directorate.
- The Electrician cum Pump Operator cum Valve operator should attend the all of electrical fault in any flat within 30 (thirty) minutes during duty hours and should get the complaint register signed by the tenant as a sign of rectification of fault.
- The Electrician cum Pump Operator cum Valve operator periodically check the complaint register to confirm any unattended complain. There should not be any unattended complain for more than 3 (three) days without valid reason.
- The directorate will ensure availability of all electrical and pump related consumables at the site with SAE at their cost. The Electrician cum pump operator will collect the required materials from the SAE.

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**Executive Engineer**  
**Kolkata South - I Division**  
**Housing Directorate**

In the event of e\_filling, intending bidder may download the quotation documents from the <http://wbtender.gov.in> directly with the help of Digital Signature and necessary earnest money may be remitted through State Govt. e-Tender Portal also to be documented through e\_filling (scan copy is to be submitted). Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtender.gov.in> Quotation documents may be downloaded from website and submission of Technical Bid/ Financial Bid as per important date/Time schedule stated in Sl. No 32.

1. The documents submitted by the bidders should be properly indexed and digital signed. Both Technical documents and financial bid are to be submitted in technical (Statutory & Non-Statutory folder) and financial folder concurrently duly digital signed in the web site <http://wbtender.gov.in> The technical document and financial bid are to be submitted online on or before 06.04.2020 up-to 4.00 P.M.
2. The Financial offer (Item rate) of the prospective bidder will be considered only if the technical documents of the quotationers found qualified by the Executive Engineer, Kolkata South –I Division Housing Directorate. The decision of the Executive Engineer, Kolkata South –I Division Housing Directorate will be final and absolute in this respect. Both the list of Qualified Bidders will be displayed in the web site and also in the notice board of the office of the Executive Engineer Kolkata South –I Division Housing Directorate on the scheduled date & time.
3. Eligibility Criteria for participation in the Quotation-
  - Pan card, G.S.T registration certificate, Trade License up to date Income tax return are to be accompanied with the technical bid document.
  - Joint Ventures will not be allowed.
  - The bidder shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time. The bidder must have registrations like Service Tax, PAN, EPF, ESIC, Contract Labour, Professional Tax registration and latest challan etc. (Statutory Documents)
  - IT Return of last three years (Statutory Documents)
  - The organization must have an office in Kolkata. (Statutory Documents)
  - The organization must be carrying out the business directly through staffs on rolls and does not subcontract any activity.
  - The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. (Non statutory Documents)
  - The organization should be enlisted with labour department and has to submit a valid labour license with any state or central labour department.

For applicant as of Registered Unemployed Engineers Co-operative Societies / Registered Labour Cooperative Societies audited balance sheet showing accounts upto previous year, ARCS, Bye law, eligible list of Registered Unemployed Engineers / Registered Labour Cooperative Societies etc. As applicable must be documented through e-filling.

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.

4. The Executive Engineer, Kolkata South –I Division Housing Directorate reserves the right to cancel the e-NIQ without assigning any reason for it & the decision of the Executive Engineer, Kolkata South-I Division Housing Directorate in this respect will be final.

5. Intending quotationers are requested to inspect sites and quote their consolidated rate online (inclusive all Tax) as per person (both in figures and in words). Periodical services like roof top reservoir/ underground reservoir cleaning, Jungle cutting, surface drain cleaning/ underground sewer line cleaning etc. as mentioned in different clauses shall be done by the existing sweeper or plumber or if required engaging extra personnel, but no extra claim will be entertained for this purpose by the agency. No conditional/incomplete quotations will be entertained.

6. The successful quotationer (contractor/agency) shall have binding with the terms & conditions and special terms & conditions of this e\_ NIQ and with attached sheets.
7. 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.
8. 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. Periodic safety audit will be conducted at the site and safety training will be given to the personnel at least once in 6 months.
9. Selected contractor should ensure that none of his personnel stays at site beyond duty hours unless otherwise instructed by site engineers.
10. Selected contractor will have to submit to the person in charge of the site on behalf of the department like care taker/work assistant/JE concerned/AE concerned/Executive Engineer one set of the list of personnel with their photo, photo identity proof, address proof, licence duly attested by the person concerned and by the contractor at the time of deployment of staff.
11. 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.
12. Intending quotationers should quote consolidated rate considering service as per terms & conditions and special terms & conditions including cost of materials to render such services and also considering that all tools will have to be arranged by the contractor.
13. Selected contractor should maintain an attendance register duly certified by the Junior Engineer/Assistant Engineer. This register would always be available for verification by Junior Engineer concerned and other departmental official. The attendance of the sweepers & security should be maintained by the civil wing of this Directorate.
14. Selected contractor would be responsible to ensure payment of minimum wages to engaged persons as per Labour Department's circular in vogue.
15. For any unsatisfactory performance of any personnel, the contractor will be responsible.
16. The selected contractor shall submit monthly bill to the concerned Executive Engineer through the concerned Assistant Engineer after completion of a month for payment.
17. Statuary deductions as per Govt. Rules and regulations and 1% labour welfare cess will be deducted from contractor's bill.
18. 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.
19. Arbitrations will not be allowed for the work. The clause 25 of 2911 is to be considered as deleted clause, vide gazette notification no.-558/SPW-13<sup>th</sup> December, 2011.
20. If the selected Agency executes the work satisfactorily, the Agreement may be extended further, for another 6(Six) months or such period as deemed fit or till selection of new agency as per existing terms & conditions of the agreement and the manpower may be changes as per requirement.
21. Bids shall remain valid for a period not less than 180 (One Hundred Eighty) days from the last date of submission of financial bid / Sealed Bid. If the Quotationers withdraws the bid during the period bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 22 The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be reimbursable by the Department. The Executive Engineer, Kolkata South –I Division Housing Directorate reserves the right to reject any application for purchasing of bid documents and to accept or reject any offer without assigning any reason what



so ever and is not liable for any cost that might have incurred by any Quotationers at the stage of bidding.

23. On-line receipt and refund of EMD of E-Tender through State Govt. E-Tender Portal. The bidders participating in the E-Tender shall have to deposit the EMD @ 2% of the estimated amount put to tender (Initial Amount as per page no. 1 & 2 only during participating in e\_Quotation) electronically through their respective internet banking enabled account maintained at any bank to the pooling account no. 33728456372 (State Govt. Deptt.) Opened at SBI, Kolkata Main Branch as opened by the State Govt.

In case the bidder has a net banking account as SBI he will add this account for fund transfer. In case the bidder has net banking account in other banks he will add this account for NEFT/RTGS fund transfer.

The EMD of the bidders disqualified at the technical evaluation will revert to the respective bidder's accounts without any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically, once the technical evaluation is electronically processed in the State Government e-tender portal of <https://wbtenders.gov.in>

The EMD of the technically qualified bidders other than that of the L1 and L2 bidders will revert to the respective bidders accounts without any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically, once the financial bid evaluation is electronically processed in the State Government e-tender portal of <https://wbtenders.gov.in>

The EMD of the L2 bidder will revert to the respective bidder's accounts following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically, once the L1 bidder accepts the LOI and the same is processed electronically in the State Government e-tender portal of <https://wbtenders.gov.in>

The EMD of the L1 bidder of the State Govt. Departments will automatically gate transferred from the pooling account to the State Government revenue Deposit Head of "8443-00-103- 001-07" along with bank particulars of L1 bidder in GRIPS, as soon as the bidder accepts the LOI and the same is processed electronically in the State Govt. e-tender portal of <https://wbtenders.gov.in>

The L1 bidder shall submit the hard copy of documents to the tender inviting authority with his acceptance letter of the LOI.

Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempted to disturb the tendering process and dealt with accordingly legally including black listing of the bidder.

Since the provision of the fixed security deposited has been deleted vide notification no. 24-A/2D-13/2010 dt. 31.01.2014 the EMD amounting to 2% the estimated amount put to tender shall have to be deposited by all tenderers.

24. Prospective Applications are advised to note carefully the minimum qualification criteria as mentioned in "instruction to bidders "before tendering the bids.

24. Conditional / incomplete quotation will not be accepted.

25. The intending quotationers are required to quote there rates online both in figure and in words item wise which will be inclusive of all taxes including delivery , installation and incidental charges if any.

26. During the scrutiny, if it come to the noticed of the quotationer inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that quotationer would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Executive Engineer, Kolkata South –I Division Housing Directorate, reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

27. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Executive Engineer, Kolkata South –I Division Housing Directorate within 2 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Executive Engineer, Kolkata South –I Division Housing Directorate.
28. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest quotationer if necessary. After verification if it is found that the documents submitted by the lowest quotationer is either manufactured or false in that case work order will not be issued in favour of the said quotationer under any circumstances.
29. The Successful quotationer will have to purchase quotaion documents to execute contract in WBF No. 2911 in three copies & two nos. in plain papers along with other documents (free of cost) within Seven (7) days from the date of letter of acceptance/work order.
30. The acceptance of the quotation will rest with the Executive Engineer, Kolkata South –I Division 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.
31. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following further two covers (Folders)
- i) Statuary Cover Containing:
- Initial Amount of earnest money amounting to Rs. as per page No.1 only as prescribed in the N.I.Q. against the work in favour of Concerned Executive Engineer of Housing Directorate. Through State Govt. e-Tender Portal.
  - Tender Form No. 2911 & NIQ with all agenda & corrigendum (Download & Upload the same Digitally Signed, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911 the quotation liable to summarily rejected).
- ii) Non-Statuary Cover Containing:
- Pan card, G.S.T registration certificate, Trade License up to date Income tax return are to be accompanied with the technical bid document.
  - Registration Certificate under Company Act, if any.
  - Power of Attorney (for Partnership Firm/ Private Limited Company, if any).

32. Important information

DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date	Time
a.	Date of uploading of N.I.Q. Documents online (Publishing Date)	18/03/2020	At 6.30 P.M.
b.	Documents download/sell start date (Online)	19/03/2020	At 12.00 Noon
c.	Documents download/sell end date (Online)	06/04/2020	At 4.00 P.M
d.	Bid submission start date(Online)	19/03/2020	After 4:00 P.M
e.	Bid Submission closing(Online)	06/04/2019	At 4.00 P.M
f.	Bid opening date for Technical Proposals (Online)	08/04/2020	At 4.00 P.M

## **INSTRUCTION TO BIDDERS**

### **SECTION -A**

General guidance for e- Tendering / Quotaion

Instruction/Guidelines for tenders/ quotationers for electronic submission of the tenders/quotationers online have been annexed for assisting the contractors to participate in e-tendering /quotationer

1. Registration of Contractor

Any contractor willing part in the process of e-Tendering/Quotation will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of public works department the contractor is to click on the link for e-Tendering/ Quotation site as given on the web portal.

2. Digital Signature certificate (DSC)

Each contractor having valid Digital Signature Certificate (DSC) for submission of tenders/quotationers, from the approved service provider of the National Information's Center (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 NIT/NIQ & Tender / Quotation 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/Quotation 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.

5. Submission of Tenders/ Quotaions:

General process of submission, Tenders/ Quotations are to be submitted through online to the website stated in statutory cover which consist of two folder 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 Digital Signed. The documents will get encrypted (transformed into non readable formats).

6. "Where on individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be director or partner, such individual person, wither belonging to an appropriate cadre officer of the company or an authorized partner of a firm , having a registered power of attorney empowered by the Board or by the firm, shall invariably upload a copy of registered power of attorney showing clear authorization in his favour, to upload such tender/quotaion. The Power of attorney shall have to be register in accordance with the provisions of the Registration Act, 1908."

A-1 Technical Proposal (in statutory cover – Folder No. 1)

A1.1 - 1st Cover Consist of following documents (Technical file)

**A.1 Statuary Cover Containing:**

- Initial amount of earnest money amounting to Rs. as per page No. 1 only to be deducted through State Govt e-Tender Portal as prescribed in the e\_ N.I.Q. against the work in favour of Concerned Executive Engineer of Housing Directorate.
- Tender Form No. 2911 & NIQ with all agenda & corrigendum (Download & Upload the same Digitally Signed, quotation rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911 the quotation liable to summarily rejected).

**A1-2 – Financial proposal (in Statutory Cover folder no. 2)**

The rate will be quoted in the B.O.Q. along with the name of the agency in a particular space provided in the B.O.Q. quoted rate will be encrypted in the B.O.Q. under financial bid.

## **A.2 Non Statuary Cover Containing:**

- ❖ Pan card, G.S.T registration certificate, Trade License up to date Income tax return are to be accompanied with the technical bid document.
- ❖ Registration Certificate under Company Act, if any.
- ❖ Power of Attorney (for Partnership Firm/ Private Limited Company, if any).

### **A. Tender evaluation by the Executive Engineer, Kolkata South –I Division Housing Directorate.**

- i. Opening & evaluation of tender: - Executive Engineer, Kolkata South –I Division Housing Directorate.
- ii. Opening of Technical proposal: - Technical proposals will be opened by the Kolkata South –I Division Housing Directorate and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- iii. Intending tenderers/quotationers may remain present if they so desire.
- iv. Cover (folder) statutory documents should be open first & if found in order, cover (Folder) for non-statutory documents) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- v. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the Executive Engineer, Kolkata South –I Division Housing Directorate Uploading of summary list of technically qualified tenderers.
- vi. Pursuant to scrutiny & decision of the Executive Engineer, Kolkata South –I Division Housing Directorate 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 Executive Engineer, Kolkata South –I Division Housing Directorate may summon of the tenders & 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 rate (Item/No.) wise 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.

### **7. Penalty for suppression / distortion of facts**

If any tenderer 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 Executive Engineer, Kolkata South –I Division Housing Directorate 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 tenderer/quotationers will be suspended from participating in the tenders 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 Housing Directorate 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 the 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.

#### 8. AWARD OF CONTRACT

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

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

The Agreement in W.B.F.No.-2911 will incorporate all necessary documents e.g. NIQ, all addenda corrigenda, special terms & conditions, specification of work, different filled-up forms and in the same will be constituted between the Tender Accepting Authority and the successful Bidder.

Sd/- S. S. Malakar  
**Executive Engineer**  
**Kolkata South - I Division**  
**Housing Directorate**

EE/KS-I/DIA

## **DECLARATION BY THE TENDERER/QUOTATIONER**

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender/Quotation and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Schedule of Probable Items and Quantities'.

My/Our tender/quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender/quotation to complete the proposed supply of materials [Furniture] as per drawings referred to above 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 tools and plants, at my/our cost required for the work.

Signature of Tenderer/Quotationer

Postal address of the Tenderer/Quotationer

Sd/- S. S. Malakar  
**Executive Engineer**  
**Kolkata South - I Division**  
**Housing Directorate**