



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.: 77

Date: 19/01/2018

TENDER REF. NO: WBHSD/EE/MED/e-NIQ08_2nd Call/2017-18

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

e_NOTICE INVITING QUOTATION

**No. 08_2nd Call OF 2017-2018 OF THE EXECUTIVE ENGINEER
MEDINIPUR DIVISION, HOUSING DIRECTORATE**

QUOTATION REFERENCE NO. CIVIL/WBHSD/EE/MED/e-NIQ08_2nd Call/2017-18

The Executive Engineer, Medinipur Division, Housing Directorate, invites e-tender for the work detailed in the table below. (Submission of Bid through **online**)

Sl. No.	Name of work	Cost of Documents including W.B.F. 2911(ii) Rs.	Period of Requirement	Nos. of required Guard	Name of concerned Division	Eligibility of Bidder
1.	Engagement of agency for Internal Security Services at the Office of the Executive Engineer, Medinipur Division, Housing Directorate, Office of the Assistant Engineer, Haldia Sub-Division and different R.H.E'S, Rest shed of Haldia Sub- Division, Housing Directorate.	The intending bidders/tenders shall not have to pay the cost of tender documents for the purpose of participating in e_tendering. Lowest bidder/ quotationer must have to pay cost of tender documents at the time of formal agreement	12 (Twelve) Months	As per Enclosure Attached	Executive Engineer, Medinipur Division	Outside bonafied Contractors (Registered Security Agencies) having experience in similar nature of works during last 5 (five) years. Prior to the date of issue of this e-NIQ.

List of Engagement for Internal Security Service (Ex-military Service/Security personal) under Office Of the Executive Engineer, Medinipur Division, Housing Directorate & Office Of the Assistant Engineer, Haldia Sub Division, Housing Directorate:-

e-NIQ-08 (2nd Call)

SL. No.	Name of RHE's & office	No. of Flats	Nos. of Required Internal security Guard
1.	Division Office, Tamluk	2 nd Floor office building	2Nos.
2.	Tamluk	140 Nos.	4Nos.
3.	Contai	114 Nos.	4Nos.
4.	Basudevpur	72 Nos.	4Nos.
5.	Haldia Sub- Division, Tamluk	Ground Floor office building campus	2Nos.

TOTAL= 16 Nos



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 at the Office of the Executive Engineer, Medinipur Division, Housing Directorate office of the Assistant Engineer, Haldia Sub-Division and different R.H.E'S, Rest shed of Haldia Sub- Division, Housing Directorate. As per details given below having experience of rendering similar services with at least 5 years 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>.

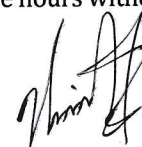
<u>SUBMISSION & OPENING OF TENDER</u>	
Publish date & time	19 th January, 2018 at 05:30 PM
Documents download/sale start date	19 th January, 2018 at 05:30 PM
Bid submission start date	19 th January, 2018 at 05:30 PM
Documents download / sell end date & Bid Submission End Date (Online)	02 nd February, 2018 at 03:00 PM.
Opening of Technical Proposal(Online)	05 nd February, 2018 at 03:00 PM.
Opening of Financial Proposal(Online)	To be informed later on.

LOCATION OF CRITICAL EVENT :

**OFFICE OF THE EXECUTIVE ENGINEER,
MEDINIPUR DIVISION, HOUSING DIRECTORATE
P.W.D OFFICE COMPLEX (2ndFLOOR),
NEAR RAKHAL MEMORIAL FOOTBALL GROUND (MAIN GATE)
P.O. : TAMLUK, Dist.: PURBA MEDINIPUR
PIN: 721636**

1) General Terms & Conditions :

- a) Providing security services in three shifts for 24 hours (round the clock) 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.
- b) Regulating entry of visitors in the above offices as per instructions of the competent administrative authority.
- c) The security guards should be physically fit for the job entrusted to him and they will remain vigilant / alert within the premises during duty hours.
- d) i. Each security guard should be provided with an identity card issued by the organization with concurrence of Engineer-in-Charge. The Engineer-in Charge that the persons deployed are actually Ex-military serviceman.
ii. The engagement is purely of temporary nature i.e. for twelve months only. It may be extended further if required depending upon the performance.
iii. Liveries (winter and rainy) uniform and torches including cells, fuel etc. to be supplied to each individual by the agency.
- e) After office hours, the guards will check up the locks of offices, stores, godowns, etc. and ensure the locks are properly locked / sealed within the jurisdiction of his duty area.
- f) The guards will never leave the place area until or unless relieved by the next guards.
- g) The guards will never allow any body to enter in the guarded premises after office hours without written permission of the component authority.



- h) The guard will ensure the entity of the visitor and maintain a register in respect of the visitors and obtain a receipt of the materials from them as per issue order of the Assistant engineer-in-charge.
- i) Every guarding personnel is to be placed after providing necessary insurance coverage for any shorts or accident or incident. The department will have no liability for any accident or incident.
- j) The guards will ensure lodging F.I.R to police authority in respect of any mishap beyond office hours and report forthwith to departmental authority.
- k) i. Liability of the negligence / laxity of the guards during duty hours shall be borne by the organization.
ii. Any loss / damage due to such negligence / laxity shall be made good by the agency and the concerned individual may be put under prosecution as per the laws of the land.
- l) Monthly bill for payment will be submitted by the organization within 3rd day of the Following month and the organization will satisfy the Engineer-in-Charge that the wages of the duty guards be duly disbursed within 7 (seven) days from the date of receipt of payment from Executive Engineer. Payment will be made as per availability of fund.
- m) The organization will solve promptly any difficulty experienced by the Assistant Engineer, Haldia Sub-Division & Executive Engineer, Medinipur Division in respect of the entrusted guarding. If the service of any guard or guards is or are found not satisfactory he or they will have to be replaced within 3 (three) days after issuing the report thereto.
- n) A list of personnel meant for deployment of Security Guards is to be submitted to the Engineer-in-Charge. No other person beyond this list should be employed. In case deployment any person beyond the list should be made known to the Engineer-in-Charge or to the respective assistant Engineer.
- o) No accommodation to be Provided to any guards by the department.
- p) The contract may be terminated, within contracted period by mutual consent of both the parties by servicing one month advance written intimation.
- q) **In case of service tax paid by the agency, the value of tax paid will be reimbursed on production of original receipt of tax paid.**
- r) The transfer or redeployment of the guards with regular interval may be permitted and no claim for payment of engagement/ service under the department will be entertained.
- s) Due to leave, sickness or other reason alternative arrangement for replacement of guards may be allowed provided prior permission for such replacement may be obtained from the appropriate authority.
- t) The department shall not be responsible to compensate or incur liability in any manner whatsoever for any injury/ death of any security guard of the agency while on duty.

2) INSTRUCTIONS FOR QUOTATIONERS:

- 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 quotationer, Pre-qualifying requirement, General terms & conditions, duly filled & signed by the quotationer.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of quotationer shall be electronically submitted. Quotationer 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, Tamruk, 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 quotationer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- i. The contract shall be initially for one (1) year. 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 quotationers or their representative may attend the opening of both the Bids (Part A & B).
- l. 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 5(five) years prior to the date of issue of this e-tender Notice.
- m. The successful Bidder will remain liable for following the West Bengal Contract Labour (Regulation and abolition) Rules in the force and necessary certificates from appropriate authority to be submitted within 7 (seven) days from the date of work order failing which the work order is liable to be canceled.
- n. Contractor will not be entitled for any compensation for rejection of his tender.
- o. Experience certificate produced as credential should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address, telephone no. of the client.
- p. Conditional tender will not be accepted under any circumstances and shall be deemed as "informal".
- q. Contractor should furnish self declaration of history of arbitration / litigation / suspension and/ or banning of the firm, in the form of affidavit duly certified by 1st class Judicial Magistrate / Notary.
- r. Name and address of the Tender Inviting Authority : Executive Engineer, Medinipur Division, Housing Directorate, Tamluk, 721636.
- s. For detailed information & clarification, the intending applicants shall have to contact the office of the undersigned on any working day during office hours.
- t. Tender, which do not fulfill the conditions specified in the tender documents or do not fulfill the requirement of the Tender in any respect will be liable for rejection.
- u. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, the bidder will not be allowed to participate in the Tender and that application will be rejected outright without any prejudice.
- v. The rate should be quoted service charge i.e. all incidental charges whatsoever that may occur during execution of work. The quoted rate also should satisfy the minimum wage rate as per government circular by office of the labour commissioner vide memo no.- 02/Stat/2RW/76/266/2000/LCS/JLC dt. 03/01/2018. The rate should be quoted per head per month basis & work requirement for 12 (Twelve) months.
- w. Before issuance of the work order, the tender inviting authority may verify the credential and other documents of the lowest quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest quotationer are either manufactured or false in that case, work order will not be issued in favour of the quotationer under any circumstance.
- x. The L₁ bidder will have to submit the hard copy of the tender documents, duly downloaded with the signature of the authorized signatory in all pages.
- y. The successful quotationer shall have to deposit 2.00% (Two percent) of the quoted amount only as earnest money by crossed Bank Draft or in any other form as per norms in favour of the Executive Engineer, Medinipur Division, Housing Directorate. The earnest money shall be refunded after completion of the contractual period.

Qualification criteria :

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

- a) **Financial Capacity.**
- b) **Technical Capability comprising of personnel & equipment capability.**
- c) **Experience/Credential**

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by bidder is either manufacture or false, in such cases the eligibility of the bidder/ quotationer will be out rightly rejected at any stage without any prejudice.



Executive Engineer
Medinipur Division, Housing Directorate.

Memo No :77 /1(1)

Dated : 19/01/2018

Copy forwarded to the Deputy Director of Information, I & CA department, 9th floor, Nabanna, 325, Sarat Chatterjee Road, Shibpur, Howrah- 711102. with a request to arrange for publication in one English & one Bengali News Paper with the intimation to this office necessary bill in this respect may be sent to this office.



Executive Engineer
Medinipur Division, Housing Directorate.

Memo No: 77/ 1(22)

Dated : 19/01/2018

Copy forwarded for favour of kind information to :-

- 1) The Chief Engineer, Housing Directorate New Sect. Building, Kolkata-1(In duplicate).
- 2) The Joint Secretary, Housing Department for display on the Website of Housing Department.
- 3) The Superintending Engineer, West Circle (in duplicate) /South Circle/ North Circle. (In duplicate).
- 4) The Executive Engineer, Burdwan Division, Bankura Division & Electrical Division No. I/II.
- 5) 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.
- 6) The District Magistrate, Paschim Medinipur/Purba Medinipur.
- 7) The Sabhadhipati, Zila Parisad- Paschim Medinipur/Purba Medinipur District.
- 8) The Treasury Officer, Tamluk Treasury, Tamluk, Purba Medinipur for information & necessary action..
- 9) Estimating Branch of this office for information.
- 10) The Divisional Account Officer, Gr. - II, of this Division.
- 11) The Cashier of this Division.
- 12) NOTICE BOARD of this Office.



Executive Engineer
Medinipur Division, Housing Directorate

PART-A

Technical Bid

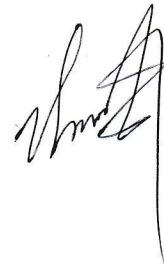
Engagement of agency for Internal Security Services at the Office of the Executive Engineer, Medinipur Division, Housing Directorate, Office of the Assistant Engineer, Haldia Sub-Division and different R.H.E'S, Rest shed of Haldia Sub- Division, Housing Directorate.

(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) 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 20 persons.
- f. ESIC Registration certificate with last three month payment challan at least 20 persons.
- g. Labour Licence Registration certificate.
- h. Registration under Ministry of Labour and Employment.
- i. Income tax return for last three years.
- j. Audit Report for last three years.
- k. Firm/Company registration certificate.
- l. Private Security License obtained from Home Department 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).

S/d
Executive Engineer
Medinipur Division, Housing Directorate



Government of West Bengal Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

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 N . 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, PRIs, 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/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://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/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukerjee 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.



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/PRI, etc maintained with the Foie 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.



- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in three-Procurement portal-
- 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.
 - 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 inked 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 tender Award of Contract (AOC) is issued.
- The Bank will share the details of the GRN o. generated on successful entry in GRIPS with the E-Procurement portal for up creation.
 - Once the EMD of the L₁ bidder is transfers 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 By / Local Body / PRIs, etc tenders.
 - 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.

- 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.
- 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 do stream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user accesses provided by NIC.
- 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 above.

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



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

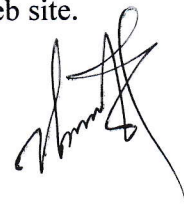
i. NIT

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 20 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 20 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 ✓ Bank solvency certificate (Minimum amount Rs. 5,00,000.00(Rupees Five lakhs only).
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

VI. 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.



- b) Regarding EMD the notifications issued by government from time to time are applicable.

Opening & Evaluation of Tender:

- I. **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
- II. Intending quotationers may remain present if they so desire.
- III. Cover (folder) for Statutory Documents will be opened first and 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.
- IV. Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- V. Summary list of technically qualified quotationers will be uploaded online.
- VI. Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible quotationers and the serial number of items for which their proposal will be considered & uploaded in the web portal.
- VII. During evaluation the committee may summon the quotationers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- VIII. **Rejection of Bid:** The E-tender committee formed by the Commissioner Commercial Taxes, West Bengal reserves the right to reject any / or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of quotationers, if required so. The said committee does not bind himself to accept the lowest rate.



Executive Engineer
Medinipur Division, Housing Directorate

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

My/Our tender is offered taking due consideration of all factors regarding the local site Conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction 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 Quotationer
postal address of the Quotationer

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, positioned to the right of the signature line.