



GOVERNMENT OF WEST BENGAL

Office of The Executive Engineer
Bankura Division, Housing Directorate
A1, RHE Kankata-722102
e-Mail:bankuradivisionhd@gmail.com

Memo No: - 498

Dated: - 20.06.2024

e- NOTICE INVITING QUOTATION
No. 01 OF 2024-25 OF THE EXECUTIVE ENGINEER,
BANKURA DIVISION, HOUSING DIRECTORATE.
QUOTATION REFERENCE NO. WBHOUSING/EE/BANKDIVN/eNIQ01/2024-25

The Executive Engineer, Bankura Division, Housing Directorate, Government of West Bengal, invites e-quotation for the work(s) detailed in the table below.(Submission of quotation through **online**)

Sl. No	Name of the work	Earnest Money(Rs.)	Cost of documents for Quotation agreement (Rs.)	Period of Completion	Eligibility of Contractor.	Remarks
1	2	3	4	5	6	7
1	“Hiring of good condition diesel car latest model having commercial registration number on daily hire basis for use as an inspection vehicle and official use by the Executive Engineer, Bankura Division, Housing Directorate.”	Rs. 4000.00 In favour of the Executive Engineer, Bankura Division, Housing Directorate. (Online) And the balance amount (if any) of earnest money of 2(two)% of the Quotated amount will be submitted by the lowest quotationer at the time of formal agreement in favour of the Executive Engineer, Bankura Division, Housing Directorate. (Offline)	Rs.750.00 Intending tenderers shall not have to pay the cost of tender documents for the purpose of participation in e-Tendering. As per Notification No. 199-CRC/2M-10/2012 dated 21.12.2012 Applicable to the successful bidder during formal agreement after issuance of work order.	365 Days	As per Government Rule	

- 1) In the event of e-filling, intending bidder may download the quotation documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Both **Technical bid and Financial Bid** are to be submitted concurrently duly signed digitally in the website <http://wbtenders.gov.in>
- 2) The **FINANCIAL OFFER** of the prospective quotationer will be considered only if the quotationer qualifies in the Technical Bid. The decision of the Executive Engineer, Bankura Division, Housing Directorate, will be final and binding on all concerned and no challenge against such decision will be entertained. The list of Qualified Bidders will be displayed in the website on the scheduled date and time.
- 3) Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is at least 30% of the tendered amount. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No.2911.
So far as they relate to quantum and frequency of payment are to be treated as superseded.
- 4) **Bids shall remain valid** for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission.

5) **A : DATE AND TIME SCHEDULE:-**

Sl.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (Online) (Publishing Date)	20/06/2024 from 06:55 P.M
2	Documents download start date (Online)	25/06/2024 from 11.00 A.M.
3	Bid proposal submission start date (Online)	25/06/2024 from 11.00 A.M.
4	Bid proposal Submission Closing/end date (Online)	03/07/2024 up to 03.00 P.M.
5	Date and time of opening of Technical Proposals (on line).	05/07/2024 from 04.00 P.M.
6	Date of uploading list for Technically Qualified Bidder(Online)	After evaluation of Technical Bid.
7	Date & Place for opening of Financial Proposal (Online)	To be notified latter on.

NOTE.-If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

B: Bid Opening Place → Office of the Executive Engineer, Bankura Division, Housing Directorate. Office Address- Flat no- A/1 , R.H.E KANKATA , BANKURA, PIN- 722102.

- 6) **Earnest Money: The amount of Earnest Money in favour of “Executive Engineer, Bankura Division, Housing Directorate.” is to be submitted through e-procurement system as per F.D memorandum No. 3975- F(Y) Dt. - 28, July, 2016 [copy enclosed of ready reference in this NIQ.] and the balance amount of earnest money of 2.00% of the quoted amount will be submitted by the lowest quotationer at the time of formal agreement in favour of the Executive Engineer Bankura Division, H.Dte.**

Bidder should uploaded there NEFT/RTGS challan copy.

Bidder eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the folder of the Statuary Bid documents.

Any quotation except exemption of EMD, without such online EMD shall be treated as informal and shall automatically stands cancelled.

- 7) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense.
- 8) The intending Bidders should 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 Tender Inviting authority reserves the right to reject any or all the application(s) for purchasing Bid Documents and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

- 9) **Refund of EMD: As per F.D memorandum No. 3975-F(Y) Dt.-28, July,2016.Refund of Security Deposit. If any shall be refunded as per Govt. Order:**

For the present Four wheeler commercial Motor car will be 12 (twelve) months but this period may be extended from time to time.

- 10) The intending tenderers are required to quote the rate **online only. No offline quotation will be entertained.**
- 11) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 12) **The tender inviting authority reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.**
- 13) In case of any objection regarding disqualification/acceptation of any Agency that should be lodged to the tender inviting authority **within 48 hours from the date of publication** of the list of qualified agencies and beyond that time schedule no objection will be entertained and there by decision of the tender inviting authority is final without assigning any reason thereof.

- 14) Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest Quotationer. After verification, if it is found that the document(s) submitted by the lowest Quotationer is/are either manufactured or false, the work order will not be issued in favour of the said Tenderer and penal action will be taken as per existing Govt norms, including forfeiture of earnest money deposit.
- 15) If any discrepancy arises between two similar clauses on different notification(s), the clause as stated in later notification will supersede the former one in the following sequence:-
- I. Form No. 2911
 - II. NIT
- 16) The successful quotationer will have to execute a tender agreement on WBFormNo.2911 as applicable, by purchasing the documents in 2 copy and one copy plain paper free of cost from this office and in proforma along with other documents within 7(Seven) days from the date of receipt of work order failing which the tender will be treated as cancelled. Cost of each set of tender document will be as applicable and the documents may be obtained from the concerned office during office hours. The tender agreement shall remain valid for 365 days. But in case of exigency the validity of the agreement may be extended further by competent authority and under the same terms and conditions as laid down in the N.I.Q. in the interest of Public works.
- 17) Further detailed information may be collected from this office between 12.00 P.M to 4.00 PM on any working day.
- 18) **Eligibility criteria for participation in the Quotation:- Intending tenderers are required to submit online following documents:-**
- Statutory Documents:**
- a) NIT should be properly up loaded and Digitally Signed **after duly filling up all the documents/ Annexure I, II as stated in the NIQ.**
 - b) The amount of Earnest Money is to be submitted through e-procurement system as per F.D G.O. No. 3975-F(Y) Dt.- 28, July, 2016 **“Executive Engineer, Bankura Division, Housing Directorate.”**
 - c) Tender form No. 2911 digitally signed.
- Non-Statutory Documents:**
- d) PAN Card, Current ITR
 - e) GST Registration certificate
 - f) Valid Trade License from respective Municipality / Panchayet etc.(Up to date)
 - g) Either P. Tax Challan **or** P.T.P.C (Up to date)
 - h) Registered Partnership Deed and Registered Power of attorney (in case of partnership firm as per PWD Notification No.90-W(c)/1M-286/15 Dt.-23-09-2015).
 - i) Certificate of Registration & Certificate of fitness (Blue Book)
 - j) Contact carriage permits in the District of BANKURA, HOOGHLY, PURBA BRADDHAMAN, PURULIA, HOWRAH, and KOLKATA.
 - k) Documentary evidence in support of valid insurance of the vehicle.
 - l) Documentary evidence in support of clearance of Road Tax & all others charges as per existing Govt. Rules.
 - m) Pollution under control certificate.
 - n) Filled-up and sign Annexure-I, Annexure-II & Annexure-III.
 - o) Valid driving license of the driver.
- 19) All Quotationers are requested to be present online during opening of tenders positively. If considered necessary, instant online bid may be conducted immediately after opening of tenders to lower down rates and in no case his/their absence will stand against holding the same.
- 20) In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and / or technically sanctioned estimate.
- 21) The rate will be quoted in the BOQ. In case quoting any rate in 2911 the tender is liable to be summarily rejected.
- 22) **The accepting authority reserves the right to reject any or all the Quotationers without assigning any reason whatsoever and he will not be bound to accept either the lowest Quotation or any of the Quotationers.**

- 23) Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending Quotationers may consider these criteria quoting their rates.
- 24) If any Quotationers withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to this Division for minimum period of 1(one) year and penal action will be taken as per existing Govt G.O., including forfeiture of earnest money deposit.
- The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5(five) years. Such abandonment of rescission will be considered as disqualified towards eligibility.
- 25) Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by Government.
- 26) Clause-25 of the conditions of contract of the West Bengal Form No. 2911 may be treated to be omitted and there is no provision for arbitration for resolution of disputes that may arise out of the contracts to be entered into by the Department with the contractors for the purpose of carrying out execution of public works as per G.O No. 558/SPW dated 13-12-2011 of P.W.D.
- 27) All corrigendum related to this NIQ should be uploaded by the bidders.
- 28) All Bidders should filled up and sign with seal the Bank Details Statement of the contactor as stated in page no. 15 of the attached 2911 form of this NIT for the purpose of E-Payment and to be uploaded during their bid submission, failing which the bidder will be technically disqualified.
- 29) **The Rate quoted by the indenting quotationers shall be inclusive of all taxes and incidental charges.**
- 30) **No mobilization /secured advance** will be allowed.
- 31) **Quotation shall remain valid** for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid Submission. Quotation valid for a shorter period shall be rejected by the **Bid Evaluation Committee** as non-responsive. If the quotationer withdraws the quotation during the validity period of quotation, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 32) **Price preference** will not be allowed in this e-NIQ.

Memo No: 498/1(6)

Copy forwarded for information & wide circulation please to:-

- 1) The Chief Engineer, Housing Directorate.
- 2) The Additional Secretary, Housing Department with the request to display on the Website of Housing Department.
- 3) The Superintending Engineer, West Circle, Housing Directorate.
- 4) The Assistant Engineer, Bankura/Hooghly Sub-Division
- 5) Notice Board of this Office.
- 6) Estimating Branch / D.A / Head Clerk of this office.

Executive Engineer
Bankura Division, Housing Dte.
Dated: 20.06.2024

Executive Engineer
Bankura Division, Housing Dte.

23) INSTRUCTION TO BIDDERS

- a) Any contractor willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> (the web portal of public works department). The contractor is to click on the link for e-Quotationing site as given on the web portal.
- b) Digital Signature certificate (DSC)
Each bidder is required to obtain a Digital Signature Certificate(DSC) for submission of quotations, from the approved service provider of the National Information's Centre (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.
- c) The contractor can search & download NIQ & 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 Quotation Documents.
- d) General process for submission of Quotations :-Quotations are to be submitted through online to the website, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats).
- e) The Technical proposal should contain scanned copies of the followings in two covers (folders) as per sequence stated below.

This sequence should be followed strictly during submission of bid otherwise the quotation will liable to be rejected.

e-1. Statutory Cover file Containing

As per clause No.-18 (Sl.-a,b,c)

e-2. Non statutory / Technical Documents - As per clause No.-18 (Sl- d to o)

Note: -Failure of submission of any of the above mentioned documents will render the quotation liable to be rejected for both statutory & non statutory cover.

- f) **Opening of Technical proposal:** -Technical proposals will be opened by the quotation inviting authority and his authorized representative electronically from the stated web site using their Digital Signature Certificate. Intending quotationers may remain present if they so desire.
- g) While evaluation the quotation evaluation committee may summon of the Quotations & seek clarification/information or additional documents or originally 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.
- h) **The financial proposal** should contain the following documents in one cover (folder) i.e. Bill of Quantities(BOQ). The bidder is to quote the rate (Offering Above/ Below/ At par) online through Computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded digitally signed by the contractor.
- i) **Rejection of bid**

The Authority 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 Employers action.

N.B.: The Bidder who's Bid has been accepted will be notified by the Quotation inviting & Accepting Authority by Acceptance letter/Letter of Acceptance.

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in W.B.F. No.-2911 will incorporate all agreements between the Quotation Accepting Authority and the successful Bidder. All the Quotation documents including NIT & B.O.Q. will be the part of the Contract Document.

Pre-qualification APPLICATION

To
The Executive Engineer,
Bankura Division, Housing Directorate.

Ref:- Quotation for

_____ (name of work)

NIQ No..... of 2024-25 of Executive Engineer, Bankura Division, Housing Directorate.

Dear Sir,

Having examined the statutory, Non statutory & NIQ documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of _____ in the capacity _____ Duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting and Accepting Authority/Engineer-in Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting and Accepting Authority/Engineer-in Charge reserve the right to reject any application without assigning any reason.

Encl:- e-Filing:-

- 1. Statutory Documents
- 2. Non statutory Documents

Date:-

Signature of applicant including title
And capacity in which application is made

SUBMIT AGENCY LETTER HEAD

Annexure – II

STRUCTURE AND ORGANISATION

1.Name of applicant :

2.Office Address :

3. Mobile No. :

4. E mail :

4.Details of Bank Accounts

i) Name of Bank :

ii) Name of Branch
and: Address with
Phone No.

iii) Account No. :

iv) MICR No. :

v) IFSC Code :

5.Type and mark of vehicle :

6.year of manufacturing(model) :

7. General condition :

8.Registration no. :

9.Valid driving licence
of the driver. :

Attach Proof of Photo ID.

**Signature of applicant including title and
capacity in which application is made.**

SUBMIT AGENCY LETTER HEAD

Annexure – III

1. Hire charge and other payment of fuel shall be made for the day of duty only.
2. The duty hours shall be reckoned from the time of reporting to the office and to the time of releasing of the Car/Vehicle by the officer. Details of journey duty hour's etc. records in a 'Log Book' to be maintained by the concerned Office shall be treated as final and binding.
3. The duty hours shall normally be 10 (Ten) hours commencing from the reporting time to be indicated by the officer using the Car. Any official duty for a period of less than the schedule duty period of 10 (Ten) hours shall be taken as duty for the full day.
4. An overtime allowance @ Rs. 20.00 (Rupees Twenty) only per hour shall be paid for duty beyond normal duty 10 (Ten) hours. Maximum 3 (three) hours overtime allowance shall be paid in a day.
5. The rate of consumption of fuel shall be taken as 12.00 (twelve) km. per liter of fuel for diesel car. The cost of Mobil oil @ 5.00 (Five) liter/ 2,500.00 km. Run of car shall be allowed.
6. In calculating total Kilometers covered by the Vehicle a maximum of 10 (ten) Kilometers between the Garage of the Vehicle and the place of reporting (both ways inclusive) or the actual Km. whichever is less shall be allowed.
7. The owner must have valid Road permit, Blue Book and driver engaged by the owner must be a well-behaved person having driving license.
8. The owner shall bear all other costs towards loss, damages, accident Insurance, repairs, Court cases etc. in respect of this car including salary etc. of the driver to be engaged by him.
9. Substitute car shall have to be placed for duty if the schedule car is found not suitable for duty. In case no car is placed for duty without notice a fine @ Rs. 150/- (Rupees One hundred and fifty) only per day shall be imposed and the said penalty shall be recovered from the monthly bill of the respective month.
10. The contract may be terminated by serving one (1) month notice from either side.
11. The car shall have to be placed for duty on Sunday and holidays if required by the Department on the same terms and conditions.
12. If the owner fails to provide the vehicle for duty more than 2 (two) successive days the whole contract may be terminated at the option of the Department without any prejudice.
13. The undersigned reserve the right to accept and or reject any or all the quotations without assigning any reasons.
14. Owner shall have to supply Diesel and others lubricants for duty of his Car. The cost of such fuel will be reimbursed at the time of billing as per consumption stated under Sl. No. (05) as per Sl. (23).
15. The vehicle should be in running condition in every respect regarding condition of seats. Lifting of window glasses, looking arrangements, condition of tyres , breaks , light , horn , looking glass etc. The speedometer, Milometer and other meters should always be in working condition.
16. The area of operation of the vehicles will be normally within Bankura, Purba Barddhaman, Purulia, Hooghly, Howrah and Kolkata in case of halt at any place, it will be responsibility of the owner of the vehicle to arrange for garage of the vehicle and shelter for the Driver.
17. The owner of the car shall indemnify in respect to the following cases: a) Damage caused to and/or by the car due accident. b) For any legal action, court case of compensation, payable out of the car or its driver. C) Taxes or surcharge levied by central or State Govt. The department will not be responsible for any of the matter stated above.
18. In case of any discrepancy, the decision of the Executive Engineer, Bankura Division, Housing Directorate will be final and binding to the supplier.
19. The owner and driver of the vehicles should have phone facility so that program can be settled in short notice
20. The driver of the vehicles should have posse's valid license for driving light/medium vehicles whichever is required
21. The owner of the vehicles shall have to supply 02(two) sets of too well for covering the seal by one set of towel which is to be replaced by the other on every 3 days and cleaned regularly suitable for of higher officials. The owner shall provide basic amenities inside the vehicle i.e. fan for the officer etc.

22. The Department will not be held responsible for any damage loss sustained in respect of the vehicle, it will ply entirely at the risk of the owner. The owner of the vehicles shall remain responsible for any commercial license, Insurance and such other relevant matters pertaining to the vehicles as per rules for supply of the vehicles on hire and shall remain responsible for production of such valid document as and when asked for.
23. The Payment of hire charges will be made by the Executive Engineer, Bankura Division, H.Dte. The bill for hiring of the car along with the bill for cost of fuel, lubricant over time etc. should be submitted to him in duplicate along with Log Book for each calendar month in the first week of the following month. Through treasury on production of monthly bills in duplicate after expiry of the month. Proof of rate of fuel purchase (IOCL/BPCL) should be submitted along with the bills.
24. The vehicles must be registered under Service Tax rules 1994 others eligibility will be regretted.
25. The enhancement of the ceiling of monthly expenditure for the vehicles for the inspection vehicles used as per latest Departmental order.
26. The car should be of good condition with all fittings etc. Diesel and Mobil / lubricant should be as per sl. no 5 and Department will not issue fuel, lubricant day to day to the car. The owner of the car has to provide his car with necessary fuel, lubricant etc. at his own cost and the same are paid to the owner along with his monthly hire charges bill at the prevailing rate.
27. A log Book will be maintained by the department which will be at the custody of the driver and the K.M. reading for the daily journey will be entered in the Log Book
28. If the meter ceases to function the distance trouble should be calculated as per as practicable and to be entered in the log book. No claim against such distance shall be entertained.
29. The owner will have to bear the salary and other expenses in respect of the driver including Tiffin charges.
30. The car would be brand new/or Model as per G.O.no3564-WT/3M-81/98dt24.11.2008
31. *Monthly hiring Quotation rate is maximum Rs.475.00 per day*
32. *Alternate driver will have to be provided by the owner in case the allotted driver is unable to attend duty. Prior intimation should be given to controlling officer if this situation arises.*
33. No Extra claim will be entertained.
34. Income Tax as per existing Government Rules will be deducted from hire charges.
35. The owner will be responsible for taking insurance to cover any damage to life or materials due to any accident and the department will be at liberty to claim compensation against such losses as per prevailing of the country.
36. Stand by payment for the Saturdays, Sunday or/and other notified holidays including non working days in a month will be paid as per new Govt. Order no 560-F(Y) dated 15.02.2022.

I / We _____ agree to abide by the above terms and condition.

Model Motor Cab (Diesel) _____

Regd. No _____

Vehicle No _____

Signature of applicant including title and capacity in which application is made.

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