



Office of THE EXECUTIVE ENGINEER
NADIA DIVISION, HOUSING DIRECTORATE,
Circuit House Compound, Krishnanagar,
Nadia, Pin - 741101.
Dial: © 03472-251052
E-MAIL: eendhd17@gmail.com

Memo No. ND/HD/ 1200/T-2

Date: 14.11.2018

**e-NOTICE INVITING QUOTATION No. 02 of 2018 -19 of
THE EXECUTIVE ENGINEER, NADIA DIVISION, HOUSING Dte.
QUOTATION REFERENCE NO. WBHOUSING/EE/ND/e-NIQ-02/18 - 19**

Sealed e-Quotation is hereby invited by The **Executive Engineer, Nadia Division, Housing Directorate** from bonafied, reliable, resourceful & experienced contractors for engagement of agencies for Security guard, Computer Operator, Plumber, Office attendant, Helper to plumber etc., for different locations under this division. Deployment of different categories of personnel given below.

** 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. (Submission of Bid through online only)

Sl. No.	Name of work	Earnest Money	Cost of Tender documents at the time of formal agreement	Time of Completion	Eligibility of Bidder to Submit Quotation	Name of Concern Sub - Division
1.	Deployment of Security personnel for work of 24 Hrs. (round the clock) guarding of the Office of the Assistant Engineer, Kalyani Sub - Division, Housing Dte., at Flat No. J7 & J8 of Cat - IV at R.H.E., Kalyani, Dist. Nadia. - 03 (three) nos security guard per day.	@ 2 % of the total quoted amount calculated on 12 (twelve) months. <u>Initial Earnest Money will be Rs. 8,000.00</u>	As per prevailing G.O.	12 (twelve) Months	As per terms and condition of this e-NIQ.	Kalyani Sub-Division, Housing Dte.
2.	Deployment of Security personnel for work of 24 Hrs. (round the clock) guarding of the Krishnanagar Section Office under Kalyani Sub - Division, Housing Dte., at R.H.E., C. H. Compound, Krishnanagar, Dist. Nadia. - 03 (three) nos security guard per day.	@ 2 % of the total quoted amount calculated on 12 (twelve) months. <u>Initial Earnest Money will be Rs. 8,000.00</u>	As per prevailing G.O.	12 (twelve) Months	As per terms and condition of this e-NIQ.	Kalyani Sub-Division, Housing Dte.
3.	Integrated Services by Deployment of personnel for Office of the Executive Engineer, Nadia Division, Housing Dte., at Krishnanagar, Nadia. - Security Guard 06 (Six) nos per day for 24 hrs (round the clock) guarding Computer Operator 02 (two) nos per day & Office attendant 01 (one) no per day.	@ 2 % of the total quoted amount calculated on 12 (twelve) months. <u>Initial Earnest Money will be Rs. 24,000.00</u>	As per prevailing G.O.	12 (twelve) Months	As per terms and condition of this e-NIQ.	Kalyani Sub-Division, Housing Dte.

4.	Integrated Services by Deployment of personnel – Security Guard 05 (five) nos per day for 24 hrs (round the clock) guarding of the Office of the Assistant Engineer, Berhampore Sub Division, Housing Dte. & Stack Yard at Berhampore and Plumber 01 (one) no per day and Helper to plumber 01 (one) no per day for different R.H.E., under Berhampore Sub – Division, Housing Dte.,	@ 2 % of the total quoted amount calculated on 12 (twelve) months. <u>Initial Earnest Money will be</u> <u>Rs. 19,000.00</u>	As per prevailing G.O.	12 (twelve) Months	As per terms and condition of this e-NIQ.	Berhampore Sub-Division, Housing Dte.
5.	Deployment of Security Personnel for 24 hrs (round the clock) guarding of Rest Shed at R.H.E. Laldighi in the district of Murshidabad under Berhampore Sub Division, Housing Dte. – 03 (three) nos Security guards per day.	@ 2 % of the total quoted amount calculated on 12 (twelve) months. <u>Initial Earnest Money will be</u> <u>Rs. 8,000.00</u>	As per prevailing G.O.	12 (twelve) Months	As per terms and condition of this e-NIQ.	Berhampore Sub-Division, Housing Dte.

- In the event of e-filing, intending bidder may download the quotation documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and necessary Initial earnest money may be remitted through State Govt. e-Tender Portal through Net Banking/NEFT/RTGS in favor of Executive Engineer, Nadia Division, Housing Dte., also to be documented through e-filing (Scan copy is to be uploaded). The cost of tender documents for the purpose of participating in e-tendering is not required as per relevant G.O of Finance Department, Govt. Of West Bengal.
On-line receipt and refund of EMD of e_Quotation through State Govt. e-Tender portal referred NIQ.
- Both Technical Bid and Financial Bid are to be submitted in technical (Statutory & Non- Statutory) and financial folder concurrently duly digitally signed in the website <https://wbtenders.gov.in>
- The Technical Bid and Financial Bid are to be submitted concurrently online only on or before 30.11.2018 up to 17:00 Hrs (IST)
- The **FINANCIAL OFFER** of the prospective bidder will be considered only if the **TECHNICAL Document** of the bidder found qualified by the Executive Engineer, Nadia Division, Housing Directorate. The decision of the Executive Engineer, Nadia Division, Housing Directorate will be final and absolute in this respect. The decision of the Executive Engineer Nadia Division, Housing Dte. will be final & binding on all concerned and no challenge against such decision will be entertained.
- Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
- The validity of contract will be for 12 (twelve) months from the date of issue of the work order, if deem fit this contract may remain operative at the same rate beyond the specified period and he will have to execute the work beyond the aforesaid period or till selection of new agency. In such case the contractor shall have to execute a fresh agreement.
- The intending quotationers are required to quote the rate online only.
- Bid shall remain valid for a period not less than 180 days after the dead line date for Financial Bid submission.
- With whom the acceptance of quotation vest: Executive Engineer, Nadia Division , Housing Directorate.

10. Important information: Date & Time schedule

Sl. No.	Particulars	Date & Time
1	Date of Publishing of N.I.T. Documents online.	14.11.2018 at 5.00 pm
2	Documents download start date (Online)	14.11.2018 after 5.05 pm
3	Documents download end date (Online)	30.11.2018 up to 5.00 pm
4	Bid submission start date (Online)	14.11.2018 after 5.05 pm
5	Bid Submission closing (Online)	30.11.2018 up to 5.00 pm
6	Bid opening date for Technical Proposals (Online)	03.12.2018 after 11.00 am
7	Date & Time for opening of Financial Proposal (Online)	To be notified later
8	Also if necessary for further negotiation through offline for final rate	To be notified later

LOCATION OF CRITICAL EVENT (Bid Opening Place)►

Office of THE EXECUTIVE ENGINEER
NADIA DIVISION, HOUSING DIRECTORATE
Circuit House Compound,
Krishnanagar, Nadia, Pin - 741101.

11. **Earnest Money:** Earnest money @ 2% of the estimated amount except and otherwise Exempted vide order No. 430(3)-W(C) /1M-208/15 dtd. 31.08.2015 (with Finance Department, Audit branch Memorandum No. 6417-F(Y) dtd. 26.08.2015). Amount of Earnest Money have mentioned in attached sheet of this NIQ. If required Balance Earnest Money will have to be submitted at the time of formal agreement.

On-line receipt and refund of EMD of e-Tender through State Govt. e-Tender Portal:

Necessary Earnest Money will be deposited by the bidder electronically online through his net banking enabled bank account maintained in any bank or generating NEFT/RTGS challan from the e-tendering portal. Intending bidders will get beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per beneficiary name and account no., amount, Beneficiary Bank Name [ICICI Bank] & IFSC Code and e-proc ref. no. Intending bidder who wants to transfer EMD through NEFT / RTGS must read the instructions of the challan generated from e-procurement site (i.e., Unique Transaction Receipt) and must be uploaded in EMD folder of Statutory Bid Documents. Bidders are also advised to submit EMD of their bid, at least 3 (three) working days before the bid submission closing as it requires time for processing of payment of EMD. Bidders eligible for exemption of EMD as per Govt. rules may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder for Statutory Bid Documents.

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 L1 bidders will revert to the respective bidders accounts without any manual intervention following the same path in which the EMD was transferred from the bidders 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> as per memorandum no. 148-W(C)/1M-23/15 dt. 16th March, 2018 of Additional Chief Secretary, PWD.

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.

At the time of uploading the quotation, the intending quotationer should upload a scanned copy of such Unique Transaction Receipt (UTR) through NEFT / RTGS fund transfer for aforesaid amount of Earnest Money issued from any authorised / Scheduled bank under R.B.I., in favor of the Executive Engineer Nadia Division, Housing Dte., along with his quotation.

12. 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 that may be necessary for preparing the bid and entering into a contract for the work as mentioned in this NIQ before submitting offer with full satisfaction. The cost of visiting the site at his own expense. No additional claim will be entertained.
13. The intending quotationer/bidder should clearly understand that whatever may be the outcome of the present e_NIQ no cost of bidding shall be reimbursable by the department. The Executive Engineer, Nadia Division, Housing Directorate reserves the right to reject any or all application(s) for purchasing and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any quotationer at the stage of bidding.
The evaluation committee will have sole discretion to decide eligibility of the contractor on the basis of e-filing documents and reserves the right to refuse without any explanation to contractors found ineligible after scrutiny. In case of any need of verifying the documents (uploaded soft copies) the hard copies should be produced instantly as and when demanded within 48 hrs. in working days.
14. During scrutiny, if it comes to the notice to the quotation inviting authority that the credential(s) and/or any other paper(s) of any bidder/quotationer has/have been found incorrect/manufactured/fabricated, that bidder will not be allowed to participate in the bid and penal action may be initiated by the department against the bidder along with rejection of his bid. The Executive Engineer, Nadia Division Housing Directorate reserves the right to cancel the e_NIQ at any time and no claim in this respect will be entertained.
15. In case of any objection regarding prequalification of any intending quotationer that should be brought to the notice inviting authority i.e. The Executive Engineer, Nadia Division immediately (within 48 hrs. even online object is valid) from the date of publication of list of qualified / disqualified agencies and beyond that time schedule no objection will be entertained by the Executive Engineer, Nadia Division, Housing Directorate.
16. At any stage, the e_NIQ inviting authority may verify the originals as submitted by the intending quotationers and he must co-operate with the department in all manners and if any false/incorrect/fabricated documents are found, his quotation will not only be rejected; penal action as decided by the department will also be imposed upon him.
17. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.
 - i) Form No. 2911(ii) & NIT
 - ii) Special terms & condition
 - iii) Pre qualification application
 - iv) Technical Bid.
 - v) Financial Bid
18. Eligibility criteria for participation in the Quotation:
 - i. Out Side Bonafied Contractors having resourceful financially sound and having experience in similar nature work of State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, with desire Credential value in a single work during last 05 (five) years Prior to the date of issue of this NIQ.
 - ii. Intending quotationers are required to submit online copies of License issued by the Joint Secretary Home Dept. to engage in the business of Private Security Agency, Professional Tax clearance Certificate / P. Tax deposit Challan, Valid Trade License, PAN Card with latest I.T. Return, GST Registration Certificate along with Current Return, Current Audit Report, Firm Registration / Article association and memorandum & partnership deed (in case of partnership firm), Completion Certificate etc as applicable.

In addition For applicant as of Registered Unemployed Engineers Co-operative Societies / Registered Labour Co-operative societies audited balance sheet showing accounts upto previous year, ARCS Bye law, eligible list of registered unemployed engineers / labour co-operative societies etc as applicable must be documented through e-filing.

N.B.:- Completion Certificate issued by the Executive Engineer or Equivalent or competent authority will be treated as valid credential. 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 (f) Final Bill Value. and (g) detail communication address along with contact number & Email address of the Client.

Work order and Payment Certificate will not be treated as credential.

A prospective tenderer shall be allowed to participate in the particular work either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single work, all his applications will be rejected for that work, without assigning any reason thereof.

iii. The Organization should be enlisted with labour department and has to submit a valid labour license with any state or central labour department in a single contract.

iv. The organisation must be carrying out the business directly through staffs on rolls and does not sub contract any activity. In this regards the organisation has produce a manpower certificate.

iv. 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 (d) The West Bengal Building & Other Construction works Acts (e) Employees Provident and Miscellaneous Provision Act, 1952 and Employees State Insurance Act. 1948 and Laws relating thereto and the rules made and order issued time to time as applicable.

v. The organization must have adequate technical knowhow of equipments to be engaged for the operation and the organization must have adequate resource and capability to provide machines for the operations where ever and when ever required.

vi. Intending quotationers are requested to inspect sites and quote their consolidated rate online (inclusive of cost of man power, tools & tackles, machineries, necessary materials and management fee if any etc. & including all taxes (viz. Cess, GST etc) & charges as per latest Govt. rule for per person per month. Analysis of quoted rate may have to produce to the office on demand.

No conditional/incomplete quotations will be entertained.

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

19. Successful quotationer will be required to observe the conditions strictly:

i) Employees' Provident and Miscellaneous Provision Act, 1952 and Employee State Insurance Act. 1948 should be strictly adhered to whenever such Acts become applicable. **The Quotationers will have to quote their rate keeping this clause in mind.**

ii) Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum wages Act, 1948 in respect of scheduled employments within the time as per law. Payment, wherever applicable has to be made. **The quotationers will have to quote keeping this clause in mind and also that the rate is fixed for one year.**

iii) Adequate safety and welfare measures must be provided as per provisions of the building and other Construction Workers' (regulation of employment & conditions of service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment of Employment and Conditions of Service) Rules, 2004.

iv) Successful quotation/bidder will be required to obtain valid Registration Certificate & labour license from respective Regional Labour offices where construction work by them are proposed to be carried out as per clause u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.

v) All liabilities arising out of engagement of workers are duly met before submission of bills for payment. If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned contractor/ bidder ineligible for the work then and there or any subsequent stage as may be found convenient.

20. All intending quotationers are requested to be present during online opening of bids/Quotations positively, if considered necessary, instant offline bid may be conducted immediately after opening of bids to lower down rates and in no case his/their absence will stand against holding the same.
21. The successful quotationer (contractor/agency) will have to execute an Agreement in WBF No. 2911(i)/WBF No. 2911(ii) as applicable in 3 (Three) along with other documents within seven (7) days from the date of issue of letter of acceptance; failing which the quotation is liable to be cancelled & earnest money will be forfeited to Govt.
22. No work shall be commenced or liability incurred until the work-order issued.
23. The acceptance of the quotation will rest with the Executive Engineer, Nadia 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.
24. If any quotationer/bidder withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting quotation to this department for minimum period one(1) year.
25. The quotation documents & other relevant particulars (if any) may be seen by the intending quotationers through website www.wbtenders.gov.in and also Office Notice Board during office hours in the office of the Executive Engineer, Nadia Division Housing Directorate, on all working days (except Saturday and Sunday and any other Govt. Holidays)
26. No fresh joint venture is allowed.
27. The successful quotationer (contractor/agency) shall have binding with the terms & conditions and special terms & conditions of this e_NIQ and with attached sheets.
28. The selected contractor shall submit monthly bill to the concerned Executive Engineer through the concerned Assistant Engineer after completion of a month for payment.

Payment will be depend on availability of fund and no claim whatsoever will be entertained for delay payment. Intending quotationer may consider this criteria while submission of Quotation and Quoting their rates.

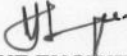
Recovery of 1% cess on construction cost in accordance with the buildings and other construction worker's (Regulation of Employment & conditions of service) Act. 1996 will be implemented in this Tender and will be recovered from every bill of the selected agency. GST, Royalties and other statutory taxes will have to borne by the contractor as per prevailing govt. Rule

29. Arbitrations will not be allowed for the work. The clause 25 of 2911(ii) is to be considered as deleted clause, vide gazette notification no.-558/SPW-13th December, 2011.

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

- a) Financial Capacity as per rule.
- b) Technical Capability.
- c) Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents and submitted Bid in support of the minimum criteria as mentioned 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,
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01. Details of work profile:

a) For job of security guard:

The job of security guard is general caretaking and protection of buildings of entire Office / Godown / Rest shed / 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, sanitary and plumbing lines with valves, valve chamber, pathways, lamps, septic tanks, inspection pit, gabions etc. and all properties within the Office / Godown / Rest shed / Housing Estate including all parts of boundary wall and the security guard.

Caretaking of all Office equipments such as table, chairs, computer, printer, Xerox machine etc and Internal sanitary & plumbing fittings and security guard against any loss and pilferage from the premises / offices / godowns.

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

The department will provide proper security kiosk with table and chair at 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.

b) For job of Plumber / helper to plumber:

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. Testing pipes for leaks using air and water pressure gauges.

The plumber must possess the necessary plumbing tools and joinery materials. He should preferably have plumbing licence.

Normal duty hours of plumber would be 9AM to 5PM inclusive of one hour recess time (8 X 7), or as instructed by the site officials.

Routine removing of chock age in GI/PVC/UPVC/CPVC pipes including cleaning of pipe for all water supply lines should be done periodically and when necessary.

The job of plumber also includes necessary dismantling, washing and cleaning with appropriate materials, refixing, change of washer and for these all required materials will have to be carried by the plumber. The contractor should equip the plumber with those tools and materials for providing service as mentioned above.

C) For job of Computer operator:

The Computer operator should be capable of Govt. official works in MS Office, IFMS, HRMS, e-Tendering etc.

Computer typing of different official's letter, estimate, price schedule etc.

The entire computer related work in connection with General section, Estimate section & Accounts section.

Preparation of Soft copy, hard copy of estimate with binding.

The duty will render for full office hours or any other holidays if required as instructed by the concerned Executive Engineer.

C) For job of Office Attendant:

All works are to be performed during office hours on all working days or any other holidays if required as instructed and directed by the concerned Executive Engineer.

02. The participating quotationers are required to quoting their consolidated rate inclusive all charges & taxes per person per month. Subsequent claim of any kind or any other account will not be entertained. The quoted rate also should satisfy the minimum wage rate as per latest govt. circular by office of the labour commissioner.

03. The agency engaged for this work will have to maintain a regular contact with the concerned Assistant Engineer and hold decision with him regarding performances and attendance of the engaged personnel.

04. The agency is liable for information to the higher authority for any type of Software update, servicing or misuse of the computer in the office premises.
05. In case of exigencies and when situation calls supply of additional personnel will have to be made at the accepted rate as per requisition.
06. The quotationers must satisfy themselves by actual visit to the site, locations and the area before rate.
07. The persons engaged for duty of Security Guards will have to wear same uniform for identification promptly. Uniform will have to be supplied by the successful quotationer for which no additional allowance or charges will be entertained.
08. In case of negligence's in performance his duty for any guard, he should be removed immediately from duties by the agency.
09. No claim will be entertained for the permanent service of the guard / computer operator / office attendant / plumber / helper to plumber engaged and the concerned authority shall not responsible in any liabilities or complication arises from the engaged personnel.
10. The materials which are required for the proposed work shall be supplied by agency at his own cost.
11. 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.
12. Selected contractor should ensure that none of his personnel stays at site beyond duty hours unless otherwise instructed by Junior engineers / Departmental Officers.
13. 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.
14. The agency must submit a list showing the names and signature of the personnel engaged with their photo, photo identity proof and address proof duly attested by the person concerned and by the contractor at the time of deployment of staff for the particular job to the concerned Assistant Engineer immediately after receiving the work order. If any changes are made subsequently by the Agency, the changes are also to be intimated to the concerned Assistant Engineer.
15. The Duty roster and identity card of the persons to be engaged for guarding / personnel to be engaged will have to be intimated to the Authority concerned even in case of every change of duties. Before taking over the charges of duties, the guards will have to check up all the lock & keys of store / office etc & then handing over taking over the charges of the store / office will be signed by both the parties concerned.
16. Selected contractor should maintain an attendance register duly certified by the Junior Engineer/Assistant Engineer. This register would always be available for verification by JE concerned and other departmental official. The attendance of the Computer Operator, Office attendant & Plumber should maintained separately by the Offices. Duty hours for Security personnel for 08 (eight) hours in 03 (three) shift and duty hours for Computer Operator and Office attendant for Office time.
17. The authority will have every right to surprise visit to check up the duty of engaged personnel at any time.
18. The concerned departmental authority shall not responsible to compensate or otherwise liable in any manner what so ever for any injury and / or death of personnel while on duty.

19. Among his personnel deployed at each site the selected contractor must ensure that in case of emergency at any time the service is provided and it must be ensured that at least one of his personnel at each site can be contacted at any time. Selected contractor would be responsible to ensure payment of minimum wages to engaged persons as per Labour Department's circular in vogue.

20. For any unsatisfactory performance of any personnel, the contractor will be responsible.


21. 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.

22. The validity of the contract is for 12 (twelve) months, but this the contract may remain operative at same rate & same terms and conditions for another 01 (one) year or such period as deemed fit or till selection of new agency. In such cases the contractor shall have execute a fresh agreement.

23. The Selected Agency shall submit monthly bill to the Executive Engineer through the Concerned Assistant Engineer. While submitting R.A. Bill / Final Bill the contractor must submit a Xerox copy of the vouchers of monthly payment showing the name & signature for receipt of engaged personnel payment which is to be verified with name and signature as already submitted by the contractor.

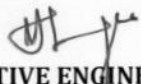
Payment will be depending on availability of the fund and no claim whatsoever will be entertained for delay payment.

Recovery of 1% cess on construction cost in accordance with the buildings and other construction worker's (Regulation of Employment & conditions of service) Act. 1996 will be implemented in this Tender and will be recovered from every bill of the selected agency. GST, Royalties and other statutory taxes will have to borne by the contractor as per prevailing govt. Rule


**EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
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Copy forwarded for favour of kind information to:

- 1) The Chief Engineer, Housing Directorate.
- 2) The Joint Secretary, Housing Department for display on the Website of Housing Department.
- 3) The Superintending Engineer, South Circle, Housing Directorate with request for wide circulation through his Notice Board.
- 4) The Executive Engineer, _____ Division, Housing Directorate with request for wide circulation through his Notice Board.
- 5) The Assistant Engineer, _____ Sub-Division, Housing Directorate with request for wide circulation through his Notice Board.
- 6) The Superintending Engineer,(P.W.D.)/P.W. (Roads) / P.W. (Social Sector) Berhampore / Kalyani / Krishnanagar with request for wide circulation through his Notice Board.
- 7) The Executive Engineer, P.W.D./Nadia Division / Nadia Constn. Divn. / PW (Roads) / P.W (Social Sector)/ NH, Berhampore/ Kalyani / Krishnanagar with request for wide circulation through his Notice Board.
- 8) The Assistant Engineer PWD, / PW (Roads)/PW (Social Sector) /NH, Berhampore/ Kalyani / Krishnanagar with request for wide circulation through his Notice Board.
- 9) The District Magistrate Murshidabad / Nadia with request for wide circulation through his Notice Board & Website.
- 10) The District Information Officer Krishnanagar / Berhampore with request for wide circulation Through Website & Notice Board.
- 11) The Divisional Accountant / Cashier Nadia Division, Housing Directorate.
- 12) Estimating Branch of this office.
- 13) The Notice Board of this Division.


EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
KRISHNANAGAR

Computer Cell
 19/11
 HPA
 16/11/18

INSTRUCTION TO BIDDERS
SECTION - A
General guidance for e-Quotation

Instructions/ Guidelines for quotation for electronic submission of the quotation online have been annexed for assisting the contractors to participate in e-Quotation.

1. Registration of Contractor

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

2. Digital Signature certificate (DSC)

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of quotation, 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 of Guideline to Bidder DSC is given as a USB e- Token.

3. The contractor can search & download NIQ & Quotation Documents electronically from computer once he logs on to the website mentioned using the Digital Signature Certificate. This is the only mode of collection of 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. A prospective bidder (including his participation in partnership) shall be allowed to participate in single work as mentioned in the list of schemes.

5. Submission of Quotations.

General process of submission Quotations are to be submitted through online to the website mentioned 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) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

a) The Technical proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory Cover/ Technical file Containing

i. N.I.T & EMD.

ii. Tender form No. 2911(ii) & NIQ (Properly upload the same Digitally Signed).

In case quoting any rate in 2911(ii) the tender liable to summarily rejected.

iii. Prequalification Application

iv. Declaration by the Quotationer.

A-2. Non statutory / Technical Documents

i. Trade licence, Professional Tax deposit receipt challan, Pan Card of IT, latest IT return, GST Registration Certificate with current return etc.

ii. Registration Certificate under Company Act. (if any).

iii. Registered Deed of partnership / Article of Association & Memorandum / Firm Registration.

iv. Registered Power of Attorney (For Partnership Firm/ Private Limited Company, if any).

v. Current Year no objection Certificate issued by the Assistant Register of Co-Op(S)(ARCS). Valid bye laws are to be submitted by the Registered labour Co-Op(S), Engineers' Co.- Opt.(S).

vi. Credential for completion of at least one similar nature of work during last 5(five) years prior to the date of issue of this NIT is to be furnished. Scanned copy of Original Credential Certificate.

Financial Proposal (in cover folder)

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the quotation liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl.No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. Trade licence. 2. GST Registration certificate with return 3. PAN with latest IT return 4. P. Tax deposit receipt chalan. 5. Current Audit Report.
B.	Company Details	Company Details - I	1. Trade Licence. 2. Firm Registration / Article of Association & Memorandum, Registered Partnership Deed. 3. Society (Society Registration Copy, Trade Licence, Registration Certificate from ARCS) 4. Registered Power of attorney. 5. Current Audit Report.
C.	Credential	Credential 1	Similar nature of work done (Completion Certificate & Payment Certificate) which is applicable for eligibility in this tender as per NIQ
D.	Others	Declaration	All the declaration must be submitted which is mentioned in the NIQ.

A. Quotation evaluation by the Evaluation Committee.

- i. Opening of Technical proposal :- Technical proposals will be opened by The Executive Engineer, Nadia Division, and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- ii. Intending quotationer may remain present if they so desire.
- iii. 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.
- iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to The Executive Engineer, Nadia Division, Housing Directorate.
- v. Uploading of summary list of technically qualified quotationer.
- vi. Pursuant to scrutiny & decision of the higher authority / competent authority / accepting authority 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, Nadia Division, Housing Directorate & Bid Evaluation Committee may summon of the quotationer & 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.
- viii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

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 per person per month 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 Contractor.

6. Penalty for suppression / distortion of facts

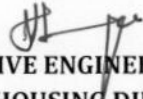
If any quotationer fails to produce the original hard copies of the documents (i.e. Completion Certificates, or any other documents) on demand of The Executive Engineer, Nadia Division within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the quotationer will be suspended from participating in the quotation 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 P.W. Directorate may take appropriate legal action against such defaulting quotationer.

The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time 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.

7. AWARD OF CONTRACT

The Bidder whose 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(ii) will incorporate all agreements between the Accepting Authority and the successful Bidder.


**EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
KRISHNANAGAR**

SECTION – B
FORM – I
PRE-QUALIFICATION APPLICATION

To
THE EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
Circuit House Compound, Krishnanagar,
Nadia, Pin – 741101.

Ref:- Tender for _____

[e-N.I.Q No. _____ of 2018-2019 of EE / Nadia Division, Housing Directorate, Krishnanagar]

Dear Sir,

Having examined the pre-qualification documents (N.I.Q. & Volume – I), 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 the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the works given in Enclosure to this letter.

We understand that:

- (a) Engineer – in – charge/ Employer can amend the scope & value of the contract bid under this project.
- (b) Engineer – in – charge/ Employer reserves the right to reject any application without assigning any reason:

Encl:-

- 1. Prescribed forms duly filled in duplicate
- 2. Evidence of authority to sign.

signature of applicant including title
and capacity in which application is made

Date:-

DECLARATION BY THE QUOTATIONER

I/We certified that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection I claim will be raised by me/us.

I /we also hereby certifies that neither our firm M/s _____ nor any of constituents partner had been be barred to participate in tender by the Housing Dept. / any dept of Govt of West Bengal during last 05 (five) years prior to the date of his NIT.

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 e-Quotation and other quotation documents mentioned therein. I/We have also carefully gone through the Quotation documents and Special Terms & Conditions.

My/Our quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Quotation to complete the proposed work 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.

**Postal address & Contact no.
Of the Quotationer.**

Signature of Quotationer



**EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
KRISHNANAGAR**