



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

Memo No. ND/HD/101

Date: 02.02.2021

**e-NIQ No. 03 of 2020 - 21 of the Executive Engineer, Nadia Division, Housing Dte.
Quotation Reference No. WBHOUSING/EE/ND/e-NIQ-03/20-21**

Sealed e-Quotation is hereby invited by The Executive Engineer, Nadia Division, Housing Directorate from bonafied, reliable, resourceful & experienced contractors having E.P.F. & E.S.I. registration for engagement of agencies for Security guard without arms (Unskilled) for different locations under Nadia Division, Housing Directorate as per Terms & Conditions enclosed.

** The financial proposal as per BOQ for per head per day basis which will be applicable for 01 (one) year, necessary arithmetic calculation is to be made as applicable shall be quoted by the intending quotationers. (Submission of Bid through online only).

Deployment pattern of different Categories of personnel given below:

Sl. No.	Name of work	No. of Personnel engaged per day.	Earnest Money (Rs.)	Name of Concern Sub - Division	Period of completion	Cost of documents including WBF. No. 2911	Eligibility of Bidder
01.	Providing Security personnel (without arms) (Unskilled) on purely temporary basis for 24 hrs (round the clock) guarding to - (i) The Office of the Assistant Engineer, Kalyani Sub Division Housing Dte., at flat no. J-7 & J-8 at R.H.E., Kalyani, Nadia - 03 (three) nos & (ii) The Krishnanagar Section Office under Kalyani Sub Division Housing Dte., at R.H.E., C. H. Compound at Krishnanagar, Nadia - 03 (three) nos.	06 nos	Rs. 18,000.00	Kalyani Sub Division, Housing Directorate.	12 (twelve) months	The intending bidders shall not have to pay the cost of quotation documents for the purpose of participating e-NIQ Lowest bidder / quotationer must have to pay cost of quotation documents at the time of formal agreement.	Outside bonafied contractors having experience in similar nature of work with sufficient credentials during last 5 years prior to the date of issue of this e-NIQ and as per latest Govt. Order.
02.	Providing Security personnel (without arms) (Unskilled) on purely temporary basis for 24 hrs (round the clock) guarding to the office of the Executive Engineer, Nadia Division, Housing Dte., at R.H.E., C. H. Compound at Krishnanagar, Nadia - 05 (five) nos.	05 nos	Rs. 15,000.00	Kalyani Sub Division, Housing Directorate.			
03.	Providing Security personnel (without arms) (Unskilled) on purely temporary basis for 24 hrs (round the clock) guarding to - (i) The Office of the Assistant Engineer, Berhampore Sub Division Housing Dte., & Stack at Berhampore at Govt. building at R.H.E., Ganga at Berhampore, Murshidabad - 05 (five) nos & (ii) Rest Shed at R.H.E. Laldighi in the district of Murshidabad - 03 (three) nos.	08 nos	Rs. 24,000.00	Berhampore Sub Division, Housing Directorate.			

Note:

(i) The Agency will quote the rate online per head per day only for "Service Charges" (including contractor profit, Cost of torches, batteries, batons, dresses etc and all other incidental charges & taxes inclusive all expanses from his end, No extra claim will be entertained and remains fixed throughout the contract period). Labour wages will be derived by the department from the current labour rate of labour Dept., Govt. Of West Bengal as per Govt. Norms.

(ii) Agency quoted Zero service Charge would be summarily rejected with forfeiture of earnest money.

(iii) The quoted rate should be reasonable, Logical and Convincing.

(iv) A Rate Analysis must be submitted for justification of quoted rate in financial folder.

(v) The selected agency must have to supply same uniform and Identity card to the engaged personnel for identification.

(vi) The Department shall not be responsible to supply of torches, battery, batons, rain coat, umbrella, sanitizer etc if required, the same are to be supplied by the selected agency.

- Monthly payment to the engaged personnel must be made by the selected agency within 1st week of every month as per minimum daily wages as per rate of Labour Department, Govt of West Bengal.
- (viii) The Selected agency must follow the rules of the Labour Department, Govt. Of West Bengal.
- (ix) E.P.F., E.S.I., Bonus etc are admissible as per Govt. Norms.
- (x) Running payment to the executing agency for the work will be depending on availability of fund. But executing agency will have to pay the monthly payment to the security personnel as per minimum wages in all situations. If failure, penal action will be taken with forfeiture of earnest money. No claim whatsoever will be entertained for delay Payment. Intending quotationer may consider this criteria while submission of Quotation and Quoting their rates.
- (xi) No conditional / incomplete quotations will be entertained.
- (xii) The Executive Engineer, Nadia Division, Housing Directorate reserves the right to cancel the e-NIQ at any time without assigning any reason for it and no claim in this respect will be entertained.

- In the event of e-filling, intending bidder may download the quotation documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and necessary earnest money may be remitted through State Govt. e-Tender Portal through Net Banking/NEFT/RTGS in favour of Executive Engineer, Nadia Division, Housing Dte., Payable at Krishnanagar and also to be documented through e-filling (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 (for each serial) through State Govt. e-Tender portal.
- 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 22.02.2021 up to 18:00 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 & 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 & same terms and condition 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 vests: Executive Engineer, Nadia Division, Housing Directorate.
- Important information: Date & Time schedule**

Sl. No.	Particulars	Date & Time
1.	Date of Publishing of N.I.Q. Documents online.	03.02.2021 at 6:00 pm
2.	Documents download start date (Online)	03.02.2021 after 6:05 pm
3.	Documents download end date (Online)	22.02.2021 up to 6:00 pm
4.	Bid submission start date (Online)	03.02.2021 after 6:05 pm
5.	Bid Submission closing (Online)	22.02.2021 up to 6:00 pm
6.	Bid opening date for Technical Proposals (Online)	23.02.2021 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 Dte. R.H.E., Circuit House Compound, Krishnanagar, Nadia, Pin – 741101.
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- Earnest Money:** Earnest Money only must be submitted In favor of The Executive Engineer, Nadia Division, Housing Directorate in the form of online ECS / NEFT through ICICI Bank Gateway portal. Amount of Earnest Money have been mentioned in attached sheet of e-NIQ.

Balance Earnest Money if required will have to be submitted during execution of formal agreement in the shape of Demand draft / Pay order / Bankers cheque from any Nationalized Bank in favour of Executive Engineer, Nadia Division, Housing Dte., Payable at Krishnanagar. Bidders are eligible for exemption Earnest Money as per Govt. Rule, may avail the same by submitting necessary documents regarding the exemption of Earnest Money must be uploaded in the EMD folder.

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 favour of the Executive Engineer, Nadia Division, Housing Dte., along with his quotation documents.

Refund of EMD: As per prevailing G.O.

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 e-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 Executive Engineer, Nadia Division / 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 any application / applications 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 (forty eight) hrs. in working days, If failure, the application will summarily be rejected with forfeiture of earnest money and penal action may be initiated by the tender inviting authority.

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.

15. In case of any objection regarding prequalification of any intending quotationer that should be brought to the notice inviting authority i.e. to 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.

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 also 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) WB. Form No. 2911 & e-NIQ
- ii) 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 Credential value not less than 40 % in a single work during last 05 (five) years Prior to the date of issue of this NIQ and as per latest Govt. G.O. or

Intending quotationer should produce Credentials of 02 (two) similar nature of completed work, each of the minimum value of 30 % of the estimated amount put to Tender during 05 (five) years prior to the date of issue of this notice; or

Intending quotationer should produce Credentials of 01 (one) single running work of similar nature which has been completed to the extent of 80 % or more and value of which is not less than the desired value. In case of running work, only those quotationer who will submit the Certificate of satisfactory running work from the concerned Executive Engineer, or equivalent Competent Authority will be eligible for the quotation. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the quotationer. [Similar nature works mean number of manpower per day]

N.B.:- (i) 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) Tender Amount (d) Schedule month and year of commencement and completion as per work order (e) actual month and year of completion (f) Nos of manpower engaged with actual date of commencement, (g) Period of contract, (h) Final Bill Value, and (i) detail communication address along with contact number & Email address of the Client.

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

(ii) A prospective bidder 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.

ii. Required documents for intending quotationers to submit online:

- (a) License of engage in the business of Private Security Agency issued by the Government of West Bengal, Home Department.
- (b) Valid Professional Tax clearance Certificate / P. Tax deposit Challan.
- (c) Valid Trade License.
- (d) PAN Card with latest I.T. Return.
- (e) GST Registration Certificate along with Current Return.
- (f) E.P.F. registration Certificate along with current challan.
- (g) E.S.I. Registration Certificate along with current challan.
- (h) Current Audit Report / Balance Sheet.
- (i) Firm Registration / Article association and memorandum, partnership deed & Power of attorney (In case of partnership firm).
- (j) Completion Certificate for Similar nature work etc., as applicable must be documented through e-filing.

The intending quotationers while applying for quotation shall have to furnish a list of works of similar nature & magnitude executed by them during last 05 (five) years with necessary satisfactory completion.

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.

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. The lowest quotationer is requested to be present during online opening of financial bids/Quotations positively, if considered necessary, instant offline bid may be conducted immediately after opening of financial bids to lower down rates and in no case his/their absence will stand against holding the same.

viii. The successful quotationer (contractor / agency) shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 (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 of the notification thereof and Laws relating thereto and the rules made and order issued time to time as per Govt. G.O.

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.

ix) 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.

x) 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.

xi) 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.

19. The successful quotationer (contractor/agency) will have to execute an Agreement in WBF No. 2911as applicable in 3 (Three) copies along with other relevant documents within seven (7) days from the date of issue of letter of acceptance / work order failing which the quotation is liable to be cancelled & earnest money will be forfeited to Govt.

20. No work shall be commenced or liability incurred until the work-order issued.

21. 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.

22. 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 (01) year.

23. 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)

24. No fresh joint venture is allowed.

25. The successful quotationer (contractor/agency) shall have binding with the terms & conditions of this e_ NIQ and with attached sheets.

26. Arbitration will not be allowed for the work.

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

a) Technical Capacity as per G.O. & as per e-NIQ.

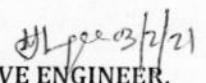
b) Financial Capability as per G.O. & as per e-NIQ.

c) Experience/Credential as per G.O. & as per e-NIQ.

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.

Running payment to the executing agency for the work will be depending on availability of fund. But executing agency will have to pay the monthly payment to the engaged security personnel as per minimum wages in all situations. If failure, penal action will be taken with forfeiture of earnest money. No claim whatsoever will be entertained for delay Payment. Intending quotationer may consider this criteria while submission of Quotation and Quoting their rates.

Statutory deductions as per Govt. Rules & regulations will be deducted from contractors bill as per Govt. G.O.


EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
KRISHNANAGAR

GENERAL TERMS & CONDITIONS

01. Details of work profile:

For job of security guard (Unskilled):

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 same uniform and should be equipped with security equipments (i.e. Lathi, torche etc) provided by the contractor.

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 03 (three) shifts per day.

02. 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.

03. 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.

04. The persons engaged for duty of Security Guards will have to wear same uniform and hold Identity card (issued by the agency) for identification promptly. Uniform will have to be supplied by the successful quotationer for which no additional allowance or charges will be entertained.

05. In case of negligence's in performance his duty for any Guard / Computer operator / Office attendant / Plumber / Helper to plumber, he should be removed immediately from duties by the agency.

06. The materials which are required for the proposed work shall be supplied by agency at his own cost.

07. 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.

08. Selected contractor should ensure that none of his personnel stays at site beyond duty hours unless otherwise instructed by concern Junior Engineer / Departmental Officers.

09. 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.

10. The authority will have every right to surprise visit to check up the duty of engaged personnel at any time.

11. 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.

12. 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.

13. Selected contractor would be responsible to ensure payment of minimum wages to engaged persons as per Labour Department's circular in vogue.

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

15. The deployment of personnel on purely temporary basis and no claim will be entertained for the permanent service of the guard engaged and the concerned authority shall not responsible in any liabilities or complication arises from the engaged personnel.

16. In case of exigencies and when situation calls supply of additional personnel will have to be made at the same accepted rate as per requisition.

17. The validity of the contract is for 01 (one) year, 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.

18. The Department reserves the right to terminate the contract anytime without assigning any reasons by giving 01 (one) month notice in advance & no claim for idle labour etc will be entertained.

19. The selected 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. In addition to this the agency have to submit the all staff's photo copy of Adhar Card, UAN Card, ESIC Card, Photo identity card (issued by the agency), offer letter given by the agency and joining letter of the employee at the time of formal agreement. If any changes are made subsequently the same is to be intimated to the undersigned through Assistant Engineer concerned.

20. The Duty roster and identity card of the engaged personnel 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.

21. 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. Duty hours for Security personnel for 08 (eight) hours in 03 (three) shift.

22. The Selected Agency shall submit 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. And as the responsibility of deposition of contribution for E.P.F & E.S.I etc is to be borne by the security agency and documents (i.e., E.P.F. & E.S.I., deposit chalan) for that matter are to be submitted on monthly / quarterly basis for clearance of the R.A. bill / final bill.

Running payment / Final payment to the executing agency for the work will be depending on availability of fund. But executing agency will have to pay the monthly payment to the engaged security personnel as per minimum wages in all situations. If failure, penal action will be taken with forfeiture of earnest money. No claim whatsoever will be entertained for delay Payment. Intending quotationer may consider this criteria while submission of Quotation and Quoting their rates.

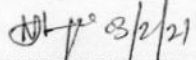
Statutory deductions as per Govt. Rules & regulations will be deducted from contractors bill as per Govt. G.O.

03/12/21
EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
KRISHNANAGAR

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

H/A (ext) Computer Cell
5/2/21
09/02

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 work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5. Submission of 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.Q & EMD.

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

[In case quoting any rate in 2911 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. License issued by the Joint Secretary Home Dept. to engage in the business of Private Security Agency

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

iv. EPF & ESI Registration Certificate along with current challan.

iv. Firm Registration / Article of Association & Memorandum.

v. Partnership deed.

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

vii. Credential for completion of at least one similar nature of work during last 5(five) years prior to the date of issue of this NIQ 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.

A Rate Analysis must be submitted for justification of quoted rate in financial folder.

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.

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.

THE 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. License issued by the Joint Secretary Home Dept. to engage in the business of Private Security Agency. 3. GST Registration certificate with return 4. PAN with latest IT return 5. Valid P. Tax deposit receipt chalan / Clearance Certificate. 6. Current Audit Report / Balance Sheet. 7. E.P.F. & E.S.I. Registration certificate along with current challan.
B.	Company Details	Company Details - I	1. Firm Registration / Article of Association & Memorandum 2. Partnership Deed. 3. Power of attorney. 4. Current Audit Report.
C.	Credential	Credential 1	Similar nature of work done (Completion Certificate) which is applicable for eligibility in this tender as per NIQ
D.	Others	Declaration	Declaration must be submitted which is mentioned in the NIQ.

A. Quotation evaluation by the Evaluation Committee.

(a) 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.

(b) Intending quotationer may remain present if they so desire.

(c) 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.

(d) 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.

(e) Uploading of summary list of technically qualified quotationer.

(f) 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.

(g) 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.

(h) If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

B. Financial proposal

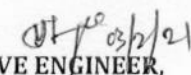
(a) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate per person per day only for service charge online through computer in the space marked for quoting rate in the BOQ.

(b) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

7. AWARD OF CONTRACT

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

The notification of award will constitute the formation of the Contract. The Agreement in W.B.F.No.-2911 will incorporate all 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: Quotation for _____

[e-N.I.Q No. _____ of 2020-21 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) Quotation Inviting & Accepting Authority / Engineer - in - charge can amend the scope & value of the contract bid under this project. (b) Quotation Inviting & Accepting Authority / Engineer - in - charge reserves the right to reject any application without assigning any reason:

Encl: e-Filling

1. Statutory Documents.
2. Non Statutory Documents

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

Date:

Place:

Every Tenderer / Quotationer must furnish the following details.	
1. Office Address (with pin code):	
2. Contact No.:	
3. e-mail Id:	

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