



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE EXECUTIVE ENGINEER**  
**KOLKATA NORTH-I DIVISION/HOUSING DTE,**  
**BLCK NO D, FLAT NO 1 & 2 (Gr FLOOR), R.H.E.**  
**82, BELGACHIA ROAD, KOLKATA – 700 037**

Dial : (o)033 0087 2556  
e-mail id: [hcddivision4@gmail.com](mailto:hcddivision4@gmail.com)

*SO (H3)  
11/6/25*

Memo. No. 1024 /NIQ-I

Dated: 10.06.2025

**NOTICE INVITING e\_QUOTATION NO. 02 OF 2025-26 OF**  
**THE EXECUTIVE ENGINEER, KOLKATA NORTH- I DIVISION,**  
**HOUSING DIRECTORATE**  
**QUOTATION REFERENCE NO. WBHOUSING/EE/KNID/eNIQ 02 of 2025-26**

Sealed e-Quotation is hereby invited by the Executive Engineer, Kolkata North I Division, from outside bonafied, reliable, resourceful and experienced quotationer for *“Integrated Services by deployment of manpower (Plumber, Sweeper & Security Guard) of different R.H.E. and P.R.H.E. For 12 (Twelve) months under Kolkata North Sub Division I and II under Kolkata North I Division, Housing Directorate, during the year 2025-26.”* Deployment Pattern of different categories of personnel for the LIG & IHE's, Multi storied (G+10) R.H.E. & “Karmanjali” for Working Women Hostel mentioned below. The financial proposal as per BOQ for one day 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 quotation through online only) Deployment Pattern of different categories of Personnel for the following Housing Estates under Kolkata North I Division, Housing Directorate.

**Annexure-I**

**Deployment Pattern of different categories of personnel for the following RHEs, PRHEs, Working Women's Hostel, Office's & Stock Godown in Kolkata, under Kolkata North I Division, H.D.**

Gr No.	Name of Work	Name of Housing Estate	No. of sweeper (s) To be engaged	Earnest Money [Rs.]	Cost of Documents including WBF 2911[iii]	Period of completion	Name of concerned Sub Division	Eligibility of Bidder
4.	Integrated Services by deployment of manpower (Plumber, Sweeper & Security Guard) of different R.H.E. and P.R.H.E. For 12 (Twelve) months under Kolkata North Sub Division I and II under Kolkata North I Division, Housing Directorate, during the year 2025-26– IHE 9 BT Road (Ph- I), IHE 9 BT Road (Ph-II), MIG B V College Compound.	IHE 9 at B T Road (Ph-I) (224 nos. flat)	3	25,000.00	<i>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</i>	12 months	Kolkata North Sub Division No.II	Outside bonafied contractor having experience in similar nature of work with sufficient credentials during the last 5 years prior to the date of issue of this NIQ.
		IHE at 9 B T Road (Ph-II) (224 nos. flat)	2					
		MIG at B.V. Collage Compound (48 nos. flat)	1					

*No. SS-1386  
dt- 11/6/25.*



The Agency will quote rate only for "Service Charges" per day per manpower basis, which will be inclusive of Tools & Plants, all consumable materials, Contractors Profit, Labour Cess etc. etc. including all expenses from his end to provide the service with GST. 18% GST over 'Service Charge' to be considered from his end but excluding the cost of Labour wages. Labour wages will be derived from the current labour rate of Labour Department, Govt. of West Bengal, considered per day basis rate including 13 % for EPF, 3.25 % for ESI, 8.33 % for bonus & 18 % GST(only for Security Guard) on Labour wages and as admissible.

**NOTE :-**

- i) In case the L-1 bidder rate is zero or negative, the bidder must submit unconditional Bank Guarantee @ 10 % Bank Guarantee calculates value of tendered amount as Additional Performance Security in favour of Executive Engineer, Kolkata North I Division, Housing Directorate from any scheduled Bank within 7 days after issuance of the Letter of Acceptance. The Bank Guarantee shall have to be valid upto end of the contract period & shall be renewed accordingly, if required.[As specified in G.O. No.- 3687-F(Y) dated 02.05.2012& observation of Finance Department vide their U.O. No. Group T/2021-2022/0659 dated- 29.09.2021]
  - ii) **Payment will only be made after availability of fund.**
1. In the event of e-filling intending quotationers may download the quotation documents from the website: <http://wbtender.gov.in> directly with the help of Digital Signature Certificate and earnest money may be remitted through Net Banking/NEFT/RTGS in favour of Executive Engineer, Kolkata North I Division and also be documented through e-filling. EMD should be submitted by all participating quotationer/bidder. If any bidder fails to submit EMD he will be barred from participating any further Quotation of this department for a period as specified by this department. Necessary cost of tender document (at the time of contract agreement by the successful quotationer only) may be submitted to Executive Engineer, Kolkata North I Division during purchase of Agreement/Tender documents.
  2. Both Technical bid and Financial bid are to be submitted concurrently duly signed digitally in website <http://wbtender.gov.in>
  3. The technical bid and financial bid are to be submitted concurrently online only on or before **20.06.2025 at 11.00 Am.**
  4. 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, Kolkata North I Division, Housing Directorate will be final & binding on all concerned and no challenge against such decision will be entertained.
  5. 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.
  6. Bid shall remain valid for a period for 120 days after the dead line date for Financial Bid submission.
  7. Important date and time schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. Documents (online)	10.06.2025 at 6:30 pm
2	Documents download/sell start date (Online).	10.06.2025 , from 06:30 pm
3	Documents download/sell end date (Online).	20.06.2025 up to 11.00 am
4.	Date of Pre-Bid meeting with intending tenderers.	12.06.2025 at 1.30 pm.
5.	Bid submission start date (Online).	13.06.2025 after 12.05 pm
6.	Bid Submission closing (Online).	20.06.2025 up to 12.05 pm
7.	Last Date of submission of original copies of Tender Documents and receipt of Earnest Money Deposit – through (NEFT/ RTGS - Offline.).	Will be intimated online in due course.
8.	Opening date for Technical bid/ proposals (Online).	23.06.2025 after 10.30 am



## LOCATION OF CRITICAL EVENT

Place of Pre-Bid meeting	►	Office of The Executive Engineer Kolkata North-I Division /Housing Dte, 82, <u>Belgachia Road</u> , Kolkata -37.
Bid Opening	►	Office of The Executive Engineer Kolkata North-I Division /Housing Dte, 82, <u>Belgachia Road</u> , Kolkata -37.

8. The validity of contract will be for 12 (Twelve) Months from the date of issue of the work-order.

9. **Earnest Money:** Earnest money @ 2 % of the estimated value put to Quotation ie. Rs. 2,00,000.00 (Rupees Two Lacs) only must be submitted (In favour of Executive Engineer, Kolkata North I Division, Housing Dte.) in the form of ONLINE ECS/NEFT THROUGH ICICI BANK GATEWAY PORTAL. Amount of Earnest Money have been mentioned in attached sheet of this NIT. This clause is also applicable for all categories of applicants as per GO 1110-F, dt. 10/02/2006 of Spl. Sec., F-D. Govt. of W.B.

Balance earnest money if required will have to be submitted along with submission of quotation documents for formal agreement for successful Quotationer.

At the time of uploading the quotation, the intending quotationer should upload a scanned copy of NEFT/RTGS receipt as Earnest Money issued from any authorised bank under RBI, payable at Kolkata in favour of the Executive Engineer, Kolkata North I Division along with his quotation.

10. In this e-NIQ the term 'his' relating to intending quotationer / quotationer/bidder is not gender specific.

11. The bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all informations 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 shall be at his own expense. No additional claim will be entertained later on.

12. 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, Kolkata North I 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.

13. REFUND OF EMD: As per prevailing G.O.

14. The intending quotationers are required to quote the rate online only.

15. Successful quotationer/contractor shall have to comply (As applicable) 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 from time to time.

16. 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, Kolkata North I Division, Housing Directorate reserves the right to cancel the e-NIQ at any time and no claim in this respect will be entertained.



17. In case of any objection regarding prequalification of any intending quotationer that should be lodged to the Executive Engineer, Kolkata North I Division, Housing Directorate within 48 (Forty-Eight) hours from the date and time of Technical Evaluation and beyond that time schedule, no objection will be entertained.

18. 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.

19. 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) WBF No. 2911
- ii) e-NIQ
- iii) Special terms & conditions.
- iv) Technical Bid.
- v) Financial Bid

20. With whom the acceptance of quotation vests Executive Engineer, Kolkata North I Division, Housing Directorate.

21. Intending quotationers are required to submit online self-attested photocopies of valid partnership deed (in case of partnership firm). In case of proprietorship & partnership Firm & Company current P. Tax deposit / challan / professional tax clearance certificate, PAN Card, current IT Return for last 05 (Five) years, G.S.T. as applicable, trade license, PTCC, credentials, E.S.I. and E.P.F. Registration certificate with current challan, Valid Trade License, Tax Audit Report in 3 CD & 3 CB Form (uploaded UDIN certificate (Audit report with UDIN must be uploaded as per the gazette notification No. 282-9Part-III/Section-4) dated 02.08.2019 of Govt. of India) for 5 years, System generated Tax Audit Report in 3 CD and 3 CB Form shall have to be furnished along with Balance Sheet & Profit & Loss Account & all schedules forming the part of Balance Sheet & Profit & Loss Account. Tax Audit Report, Balance Sheet & Profit & Loss Account including all schedules forming the part of Balance Sheet & Profit & Loss Account should be in favour of applicant. No other name along with applicant name in such enclosure will be entertained. (Non-Statutory Document).

22. 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.

23. The successful quotationer (contractor/agency) will have to execute an Agreement in WBF No. 2911 in duplicate and 1(one) copy in plain paper 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.

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

25. The acceptance of the quotation will rest with the Executive Engineer, Kolkata North I Division 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.

26. 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 of one (1) year.

27. Successful quotationer / bidder will be required to obtain valid Registration Certificate & Labour Licence from respective Regional Labour offices where construction work by them is 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 as applicable.



28. Power of attorney holders are not allowed to sign Tender Document unless or otherwise approved by the Government.

29. Successful quotationer will be required (As applicable) 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 quotationer must have to produce and upload valid ESI and EPF Registration Certificate and EPFO & ESIC Electronic challan cum Return (ECR) for last 3 (three) months to the date of issue of this e\_NIQ.

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.

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 and Conditions of Service) Rules, 2004.

iv) 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.*

30. The quotation documents & other relevant particulars (if any) may be seen by the intending quotationers during office hours in the office of the Executive Engineer, Kolkata North I Division on all working days (except Saturday and Sunday and any other Govt. Holidays)

31. No joint venture is allowed.

32. Eligibility criteria for participation in the Quotation

Intending quotationers will have to satisfy the Executive Engineer, Kolkata North I Division about their capability & resourcefulness to complete such works within the scheduled time with their ITR (Five years), PAN, GST, PTCC, Trade Liscence, PSAR License certificate (for Private Security Agency), ~~Tax Audit Report in 3 CD & 3 CB Form (uploaded UDIN certificate (Audit repor with UDIN must be uploaded as per the gazette notification No. 282-9Part III/ Section 4) dated 02.08.2019 of Govt. of India)[for 5 years]~~, System generated Tax Audit Report in 3 CD and 3 CB Form shall have to be furnished along with Balance Sheet & Profit & Loss Account & all schedules forming the part of Balance Sheet & Profit & Loss Account. Tax Audit Report, Balance Sheet & Profit & Loss Account including all schedules forming the part of Balance Sheet & Profit & Loss Account should be in favour of applicant. No other name along with applicant name in such enclosure will be entertained. (Non-Statutory Document) as applicable while applying online to be technically qualified. The intending quotationers while applying for Quotation shall have to furnish a list of works of similar nature & magnitude executed by them during the last five (5) years with necessary satisfactory completion certificate (minimum 30% of work value in single work in a year and subsequent order) under the authority of State/Central Government. In absence of the above detail's quotation will be rejected.

For applicant as of Registered Unemployed Engineers Co-operative Societies / Registered Labour Cooperative Societies audited balance sheet showing accounts upto previous last 5(five) years, ARCS, Bye law, eligible list of Registered Unemployed Engineers / Registered Labour Cooperative Societies etc., as applicable must be documented through e-filling.

**N.B. :** Completion certificate should contain (a) Name of work, (b) Name of Client, (c) Amount put to Tender, (d) Tendered Amount, e) executed amount, (f) Schedule Month and Year of Commencement and completion as per work order, (g) Actual Month and year of completion.



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

33. Intending quotationers are requested to inspect sites and quoted their rate only for service charges through online (inclusive the cost of tools & tackles, machineries, necessary materials and management fee and service tax, if any etc.) as per person per day. No conditional/incomplete quotations will be entertained.

34. The successful quotationer (contractor/agency) shall have binding with the terms & conditions and special terms & conditions of this e\_NIQ and with attached sheets.

35. Selected contractor should engage personnel having public interaction skill, effective verbal and listening communication skills. The personnel should possess cultural awareness and sensitivity and be flexible.

36. 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.

37. Selected contractor should ensure that none of his personnel stays at site beyond duty hours unless otherwise instructed by site engineers.

38. Selected contractor will have to submit to the care taker, JE concerned, AE concerned and Executive Engineer the list of personnel with their photo, photo identity proof, address proof, licence duly attested by the person concerned and by the contractor.

39. 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.

40. Intending quotationers should quote their rate only for service charges considering service as per terms & conditions and special terms & conditions including cost of materials to render such services and also considering that all tools & plants will have to be arranged by the contractor. *(Rate for Security Guard(s), sweeper (s) & Plumber (s) considered per day basis rate). [In twelve month working days for Security Guard considered 365 days, for Sweeper & Plumber considered 312 days]*

41. 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.

42. 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.

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

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

45. The selected contractor shall submit bill to the Executive Engineer through the concerned Assistant Engineer for payment.

46. Statuary deductions as per Govt. Rules and regulations from contractor's bill.

47. 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.

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

49. If the selected Agency executes the work satisfactorily, the Agreement may be extended further, for another 6 (Six) months or till selection of new agency as per existing terms & conditions of the agreement.

50. Pay slip must be provided to the all staff every month.

51. Wages for 03 (Three) nos. National Holiday (Republic Day, Independence Day & Gandhi Birth Day) & 01(One) no. restricted holiday (May Day) have been considered in the BOQ. Payment of those days will be available depending upon the approval of Finance Department, Govt. of West Bengal.



## **TERMS & CONDITIONS**

### **a) For job of sweeper**

#### The sweeper should:

- Sweep the compound of the Housing Estate at least twice in a week. This includes terming tree (if required) cutting of jungles & bushes & removal of dead animals, if any.
- Sweep the common staircase including corridor of all floor of the building thrice a week of which once with water, remove dead animals, if any, as and when necessary.
- Brush and clean the surface twice in a week.
- Clean the garbage from dustbin every day. Arrangement for Wheel Barrows to dispose of waste / garbage materials (nearest KMC / Municipal disposal place) to be done by the agency.
- Blow whistle at 8AM everyday to collect waste from all flats of the housing estate.
- Clean the roofs of the blocks once in a month
- Supplying & Spreading bleaching powder, lime & phenyl etc. at least twice in a week.
- Remove chokage of SW line & SW trap, inspection pit, septic tank etc. as & when necessary.
- Operate water line as and when necessary, in case of emergency.
- Be present at site from 8AM to 5PM (inclusive of one hour recess)
- One day in any period of seven days as may suit the local convenience shall be the day of weekly rest.
- After receiving requisitions from the concerned JE / Caretaker, promptly address the problems to the satisfaction of the occupants and engineers concerned.
- At least minimum wages as fixed by Labour Department, Government of West Bengal on *January 2025* shall have to be paid by the successful quotationer to the sweeper engaged by him and should quote his accordingly and their entitlements to ESI, EPF and Bonus as may be applicable. The agency should abide by the rules as laid down by the Joint Labour Commissioner, Govt. of West Bengal. Vide Finance (Audit) Department Order No. 3790-F(Y) dated 21/07/2014.
- Removing plants from the surface of wall of building up to a ladder height.

### **b) For job of security guard:**

- Regulating entry of visitors in the above office as per instructions of the competent administrative authority.
- The security guards should be physically fit for the job entrusted to him and they will remain vigilant/ alert within the premises during duty hours.
- Each security guard should be provided with an identity card issued by the organization with concurrence of Engineer-in-Charge.
- The engagement is purely of temporary nature i.e. for twelve months only. It may be extended further if required depending upon the performance.
- Liveries (winter and rainy) uniform and torches including and torches including cells, fuel etc. to be supplied to each individual by the agency.
- After office hours, the guards will check up the locks of offices, stores, godowns, etc. and ensure the locks are properly locked / sealed within the jurisdiction of his duty area.
- The contractor shall take all possible care for the Govt. property & of any damages due to negligence of his workers; the contractor shall be responsible for all such damages & repair the same at his own cost.
- All precaution shall have to be taken by the contractor for the safety & security of the workmen engaged by the contractor & the department shall not be responsible for any deposit or claims arising out of any such dispute under any Act of the state.
- The contractor shall see that the workers engaged by him maintain a good relation with the departmental staff at site.
- After office hours, the guards will check up the locks of offices, stores, godowns, etc. and ensure the locks are properly locked / sealed within the jurisdiction of his duty area.
- Duty chart should be submitted by the agency every quarterly concurrence of Engineer-in-Charge.
- The guards will be never leave the place area until or unless relived by the next guards.
- The guards will never allow any body to enter in the guarded premises after office hours without written permission of the competent authority.



- The guard will ensure the entity of the visitor and maintain a register in respect of the visitors and obtain a receipt of the materials from them as per issue order of the Assistant Engineer-in-charge.
- All guarding personnel are to be placed after providing necessary insurance coverage for any shorts of accident or incident. The department will have no liability for any accident or incident.
- The guards will ensure lodging F.I.R to police authority in respect of any mishap beyond office hours and report forth with to departmental authority.
- Liability of the negligence/laxity of the guards during duty hours shall be borne by the organization.
- Any loss/damage due to such negligence/laxity shall be made good by the agency and the concerned individual may be put under prosecution as per the laws of the land.
- Attendance report and payment voucher submitted by agency. This report and voucher attach the bill.
- The organization will solve promptly any difficult experienced by the Executive Engineer Kolkata North I Division in respect of the entrusted guarding. If the service of any guards is or a found not satisfactory, he or they will have to be replaced within 3 (three) days after issuing the report thereto.
- A list of personnel meant for deployment of Guard & Caretaker is to be submitted to the Engineer-in-Charge. No other person beyond this list should be employed. In case deployment any person beyond the list should be made known to the Engineer-in-Charge or to the respective Assistant Engineer
- The contract may be terminated, within contracted period by mutual consent of both the parties by servicing one month advance written intimation.
- The transfer or redeployment of the guards with regular interval may be permitted and no claim for payment of engagement/service under the department will be entertained.
- Due to leave, sickness or other reason alternative arrangement for replacement of guards may be allowed provided prior permission for such replacement may be obtained from the appropriate authority.
- The department shall not be responsible to compensate or incur liability in any manner whatsoever for any injury / death of any security guard of the agency while on duty.
- The rate should be quoted service charge i.e., all incidental charges whatsoever that may occur during Execution of work. The quoted rate also should satisfy the minimum wage rate as per latest Govt. circular by office of the Labour Commissioner, Govt. of West Bengal.
- The contractor shall submit the bill to the Executive Engineer, through Assistant Engineer, for the respective Sub-Division as directed by The Executive Engineer.
- If the contractor fails to take up the work within 7(Seven) days from the date of issue of work order & fails to render satisfactory service as listed above, the quotation shall be terminated as per condition of contract.
- The agency must submit a list showing the names and signature [or L.T.I.] of the labours engaged at that particulars site to the Executive Engineer through proper channel immediately after receiving the Work-Order at the time of formal agreement. If any change is made subsequently by the agency, the change [in name signature etc.] is also to be intimated to the Assistant Engineer as and such change is made.
- Work should be done throughout the 7 [Seven] days in a week, considering 12 [Twelve] months in a year.
- Selected contractor will have to submit to the care taker, JE concerned, AE concerned and Executive Engineer the list of personnel with their photo, photo identity proof, address proof, license duly attested by the person concerned by the contractor
- At least minimum wages as fixed by Labour Department, Government of West Bengal on **January 2025** shall have to be paid by the successful quotitioner to the security guard engaged by him and should quote his accordingly and their entitlements to ESI, EPF and Bonus as may be applicable. The agency should abide by the rules as laid down by the Joint Labour Commissioner, Govt. of West Bengal. Vide Finance (Audit) Department Order No. 3790-F(Y) dated 21/07/2014.
- 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.

**c) For job of plumber:**

**1. The plumber should be capable of:**

- Reading drawings and specifications to determine layout of water supply, waste and venting system.
- Detecting faults in plumbing appliances and systems and correctly diagnosing their causes.
- Installing, repairing and maintaining domestic plumbing fixtures and systems.
- Locating and making positions for pipe connections, passage holes and fixtures in walls and floors.
- Measuring, cutting, bending and threading pipes using hand and power tools or machines.



- Joining pipes and fitting together using soldering techniques, compression fittings, threaded fittings and push-on fittings.
  - Testing pipes for leaks using air and water pressure gauges.
  - Be present at site from 8AM to 5PM (inclusive of one hour recess)
  - One day in any period of seven days as may suit the local convenience shall be the day of weekly rest.
  - At least minimum wages as fixed by Labour Department, Government of West Bengal on *January 2025* shall have to be paid by the successful quotioneer to the plumber engaged by him and should quote his accordingly and their entitlements to ESI, EPF and Bonus as may be applicable. The agency should abide by the rules as laid down by the Joint Labour Commissioner, Govt. of West Bengal. Vide Finance (Audit) Department Order No. 3790-F(Y) dated 21/07/2014.
2. The plumber must possess the necessary plumbing tools and joining material. He should preferably have plumbing license.
  3. Normal duty hours of plumber would be 8 AM to 5 PM (inclusive of one hour recess time)
  4. After receiving requisitions from the concerned JE or SAE / Caretaker the plumber should promptly address the problems to the satisfaction of the occupants and engineers concerned.
  5. All underground and roof top water reservoir should be cleaned and disinfected as per standard practice at least once in every three months.
  6. Routine removing of choakage in GI / PVC / UPVC / CPVC pipes including cleaning of pipe for all water supply lines should be done in every six months as well as and as and when necessary.
  7. The plumber will do necessary cutting holes through wall, floor, cornice and mending good damages with materials necessary to do the job.
  8. The job of plumber also includes necessary dismantling, washing and cleaning with appropriate materials, refixing, change of washer and for these all required materials will have to be carried by the plumber.
  9. The Contractor should equip the plumber with those tools and materials for providing service as mentioned above.
  10. All plumbing materials except tools and tackles (which will be provided by the contractor) will be provided by Housing Directorate and inventory will be available with the SAE / JE at the site.

**Executive Engineer  
Kolkata North I Division  
Housing Directorate**



## INSTRUCTION TO BIDDERS/QUOTATIONERS

### General guidance for e-Tendering/e-NIQ

Instructions/ Guidelines for tenders / quotationers for electronic submission of the tenders/ quotationers online have been annexed for assisting the intending quotationers to participate in e-NIQ/e-tendering.

#### 1. Registration of Contactor-

Any contractor willing to take part in the process of e-tendering (e-quotation) will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbtender.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 tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite fees. Details are available at the Web stated in clause-2 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 in clause-2 using the Digital Signature Certificate. This is the mode of collection of Tender/Quotation Documents.

4. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm (he has to be legally empowered to do so). If found to have applied severally in a single job, all his applications will be rejected for the job and penal action may be taken against him as deemed fit by the department. Participation in more than one work a prospective bidder (including his participation in partnership) shall be allowed to participate in single Group 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 stated in clause-2 in two folders at a time for each work, 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 (virus scanned copy) duly Digitally signed. The documents will get encrypted (transformed into non readable format).

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

#### A. TECHNICAL PROPOSAL

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

##### A-1. Statutory Cover file Containing:

- i. Receipt obtained after RTGS/NEFT towards earnest money as prescribed in the e-NIQ against the work in favour of Executive Engineer, Kolkata North I Division, Housing Directorate, issued from any authorised bank of RBI, payable at Kolkata.
- ii. e-NIQ along with subsequent corrigendum, if any (properly uploaded and same digitally signed).  
**Quoted rate will be only encrypted in the BOQ under Financial Bid.**
- iii. Experience Profile (eligibility criteria as per clause-32).

##### A-2. Non statutory Cover file containing Technical Documents:

- i. Current Professional Tax Clearance Certificate/professional tax deposit receipt challan , Current IT return of last five years, GST Registration Certificate, PAN Card, E.P.F., E.S.I. Registration No. with challan & PSAR License certificate, Tax Audit Report in 3 CD & 3 CB Form (uploaded UDIN certificate (Audit report with UDIN must be uploaded as per the gazette notification No. 282 9Part – III/ Section-4) dated 02.08.2019 of Govt. of India)[for 5 years], System generated Tax Audit Report in 3 CD and 3 CB Form shall have to be furnished along with Balance Sheet & Profit & Loss Account & all schedules forming the part of Balance Sheet & Profit & Loss Account. Tax Audit Report, Balance Sheet & Profit & Loss



Account including all schedules forming the part of Balance Sheet & Profit & Loss Account should be in favour of applicant. No other name along with applicant name in such enclosure will be entertained. (Non-Statutory Document)..

- ii. Registered deed of partnership firm/Article of Association & Memorandum.
- iii. Trade licence from the respective corporation/municipality / panchayat etc.
- iv. Requisite credential certificate(s)
- v. Requisite turnover documents
- vi. Credential for completion of similar nature & magnitude executed by them during the last five (5) years prior to the date of issue of this e-NIQ is to be furnished with necessary satisfactory completion certificate under the authority of State/Central Government. In absence of the above detail's quotation will be rejected. Scanned copy of original credential certificate as stated in clause-32 of General terms & conditions of this e-NIQ.

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

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED 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	<ol style="list-style-type: none"> <li>1. PAN CARD</li> <li>2. Current Professional Tax Clearance Certificate / professional tax deposit receipt challan</li> <li>3. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act'2017. GST Registration Certificate.</li> <li>4. PAN Card, Current IT return of last 5 (five) years.</li> <li>5. Trade Licence for works.</li> <li>6. E.P.F., E.S.I. Registration No. with challan &amp; PSAR License certificate (<i>Private Security Agencies (Regulation) Act, 2005</i>).</li> <li>7. Registration Certificate.</li> <li>8. PSAR License certificate.</li> </ol>
B.	Company Details	Company Details-I	<ol style="list-style-type: none"> <li>1. Certificate of REGISTRATION from the respective ARCS FOR REGISTERED UNEMPLOYED ENGINEERS' CO-OPERATIVE SOCIETY/REGISTERED LABOUR CO-OPERATIVE SOCIETY etc. etc.</li> <li>2. Relevant originals as per law will have to be produced in the office for verification as is applicable for other cases too.</li> <li>3. Profit &amp; Loss A/C &amp; balance sheet (with Annexure &amp; 3CD &amp; 3CB form in case of Tax Audit) for last 5 years.</li> <li>4. Proprietorship Firm,</li> <li>5. Partnership Firm (Partnership Deed with registration, Trade License, Power of Attorney with registration).</li> <li>6. Limited Company (incorporation certificate, Article of Association &amp; memorandum &amp; Trade License.</li> <li>7. Bye-Law.</li> <li>8. Minutes of last AGM.</li> <li>9. Current NOC from A.R.C.S.</li> </ol>
C.	Credential	Credential	<ol style="list-style-type: none"> <li>1. As mentioned in the e-NIQ</li> </ol>



Sl.No.	Category Name	Sub Category Description	Details
D.	Declaration	Declaration	1. Pre-qualification application. 2. Declaration by the Bidder.

**Note: Scan copy of all original documents stated above shall be uploaded.**

I. Opening of technical Proposal: Technical Proposals will be opened by The Executive Engineer, Kolkata North I Division and / or his authorised representative electronically from the web site stated using their Digital Signature Certificate.

II. Intending quotationer may remain present if they so desire.

#### **C. Financial Proposal**

- The Financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) in which the quotationer will quote their consolidated rate online (inclusive of cost of manpower, tool and plants, machineries, necessary materials and management fee and GST as applicable, if any etc.) per person per day considering a contract period of one year (both in figures and in words) in the designated space.
- Downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

#### **6. AWARD OF CONTRACT**

- The Bidder /Quotationer 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 Tender Accepting Authority and the Successful Bidder.

*[Signature]*  
10/06/25  
Executive Engineer  
Kolkata North I Division  
Housing Directorate

**Memo No.:- 1024/ 1(25)**

**Copy forwarded for favour of his kind information to:**

**Dated:- 10.06.2025.**

- The Chief Engineer, Housing Directorate (in duplicate)
- The Special Secretary, Housing Department for his information and requested to display this eNIT on the Website of Housing Department.
- The Superintending Engineer, West Circle / North Circle / South Circle Housing Directorate for his information.
- The Executive Engineer, Kolkata South Division No. I & II / Kolkata North Division No. II / Midnapore Division / Bankura Division / Malda Division / Siliguri Division / New Town Construction Division-II / Electrical Division I / II Housing Directorate for his information.
- The Assistant Engineer, Kolkata North Sub Division I / II .
- Notice Board of this Office.
- Estimating Branch of this office for information.
- The P.A.O.-I, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata – 700 087 for information pl.
- The Divisional Accounts officer-(P) for information.



*[Signature]*  
10/06/25  
Executive Engineer  
Kolkata North I Division  
Housing Directorate