

PURBA BARDHAMAN ZILLA PARISHAD

ENGINEERING WING
COURT COMPOUND, P.O.-BARDHAMAN
DIST.- PURBA BARDHAMAN, PIN - 713101.

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Memo. No:- DE/e-NIT/1715

Date:- 06/12/2022

ELECTRONIC NOTICE INVITING TENDER OF THE DISTRICT ENGINEER, PURBA BARDHAMAN ZILLA PARISHAD

(Submission of bid through on-line)

District Engineer, Zilla Parishad on behalf of Purba Bardhaman Zilla Parishad invites e-Tender by **two cover system** for an experienced /reputed/ resourceful agency, preferably by a service co-operative or body constituted under any act having experience in service for operation and maintenance of AC plant, electrical installations, garden, cleaning, sweeping, scavenging including providing security guard & guarding of all installed facilities for the following services. Pre-qualification documents and Financial Bid document in separate covers are to be submitted by the bidder.

Sl No	Name of Service	Amount of Earnest Money (Rs.)	Period of Service
1	Operation and Maintenance of Sanskriti Auditorium, Metro, Sub-Station etc including Providing Security Guard of the installed facilities at Sanskriti Complex , Court Compound, Purba Bardhaman.	Rs. 50,000/-	One Year (365 Days)

In the event of **e-filing** intending bidder may download the document from the website directly by the help of digital signature certificate/e-Token.

1. **Earnest Money Deposit of e-Procurement**

Online receipt and refund of Earnest Money Deposit of e-Procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD related to e-Procurement.

A) **Login By bidder :-**

- A bidder desirous of taking part in this tender shall log in to the e-Procurement portal of the Government of West Bengal :- <https://wbtenders.gov.in>, using his login ID and password.
- Bidder will select the tender to bid and initiate payment of pre-defined EMD for the tender by selecting from either of the following payments modes :-
 - Net Banking (any of the Banks listed in the ICICI Bank Payment-gateway) in case of payment through ICICI Bank Payment Gateway.
 - RTGS/NEFT in case of offline payment through bank account in any Bank.

B) **Payment Procedure:-**

- Payment by NetBanking (any listed Bank) through ICICI Bank PaymentGateway**
 - On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which wants to do the transaction in **Account No 026401013669, IFSC Code : ICIC0000264**.
 - Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - Bidder will receive a confirmation message regarding success/ failure of the transaction.
 - If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling Account maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees .
 - If the transaction is failure the bidder will again try for payment by going back to the first step.
- Payment through RTGS/NEFT:-**
 - On selection of RTGS/NEFT as the payment mode, the e-Procurement portal **will show a pre-filled challan having the details to process RTGS/NEFT transaction**.
 - The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
 - Once payment is made, bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - If verification is successful, the fund will get credited to the respective Pooling account of the maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees.

- e) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
f) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C) Refund/ Settlement Process:-

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful/ unsuccessful which will be made available, along with the details of the unsuccessful bidders to ICICI bank by the e-Procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working days, where "T" will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii) Once the financial bid-evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where "T" will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting Authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank working days where "T" will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v) All refunds will be made mandatorily to the account from which the payment of EMD / (if any) were made.

2. Eligibility criteria for participation in tender:

- i) The prospective bidders shall have satisfactorily completed as prime agency at least one similar nature of service having **minimum value of 18.00 lakh** for which bid is invited for a period of at least one year during the last three years prior to the date of issue of this notice, under Zilla Parishad, P.W.D., C.P.W.D., & similar other Govt. Deptt. Copy of completion certificate (for executed service) obtained from not below the rank of the Order issuing authority along with copy of order should be produced along with the technical bid.
- ii) Credentials of the prospective bidder should be for running hospitality management services, (like to maintain a club house /institution /club / premise /building etc including sanitation , cleanliness, gardening , guard , equipments/ machine handling and others allied activities) in last three financial years, viz, 2019-2020, 2020-21,2021-22.
- iii) The agency/ bidder should have the experience in management , house kipping of Guest house of reputed organization (Government /Semi- Government /non Government /autonomous bodies) including labour, materials and services on round the clock basis .
- iv) The agency/ bidder must have a turnover of Rs 45.00 lakh (forty five lakh) during the last Financial year.
- v) Copy of a) Valid PAN Card issued by Income Tax Department b) Current Professional Tax Receipt Challan c) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017. d) EPFO Registration No. e) Trade License/Co-operative Registration No. [Statutory Documents].
- vi) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Deptt. during the last 5 (five) years prior to the date of this e-NIT. Such debarment will be considered as disqualification towards eligibility.
- vii) 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 applicants will be rejected for that job only.
- viii) The Partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents].
- ix) Where there is a discrepancy between the rate in figures & words, the rate in words will govern.
- x) Any change of documents in technical bid & financial bid will not be accepted under any circumstances.



3. The Agency shall quote their rate as commission only in percentage basis as per minimum wages rate of Labour Department, Govt. of West Bengal & will change from time to time and other modalities as per GO No.-3687-F (Y) dated-02/05/2012 and no. 3790-F (Y) dated-21/07/2014 to be followed.

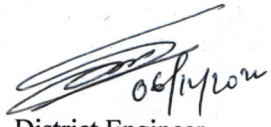
(Rate to be quoted both in figures as well as in words in the given space of **Financial Bid Documents** only).

4. Bids shall remain valid for period not less than 120 (one hundred twenty) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by the 'Purba Bardhaman Zilla Parishad' as non response".
5. Payment is subject to available of necessary fund and deduction of GST, TDS, Income Tax or any other deduction as applicable.
6. Tax invoice(s) needs to be issued by the agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act,2017.

7. Date & Time Schedule :-

Sl. No.	Particulars	Date & Time
1	Date of Uploading of NIT, Tender Documents (online)	06.12.2022 at 18.00 IST
2	Date of start of downloading the documents etc.	06.12.2022 at 18.00 IST
3	Date of start of submission of Technical Bid & Financial Bid.	06.12.2022 at 18.00 IST
4	Date of pre-Bid meeting with intending bidders to be held at Office of Purba Bardhaman Zilla Parishad .	12.12.2022 at 15.00 IST
6	Date of closing of submission of Technical bid & Financial Bid.	21.12.2022 at 14.00 IST
7	Date of opening of Technical Bid	23.12.2022 at 14.00 IST
8	Date of opening of Financial Bid	To be intimated later through on line and office notice board.

8. There shall be no provision of Arbitration.
9. Cost of Earnest Money: Documents (Scanned copies of originals) of depositing EMD to be submitted along with the tender documents.
10. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the service work as mentioned in the e-Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
11. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Zilla Parishad. Purba Bardhaman Zilla Parishad reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.
12. Prospective bidders are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
13. In case of Ascertaining Authority at any stage of application or execution of service work necessary registered power of attorney is to be produced.
14. **No CONDITIONAL/INCOMPLETE TENDER** will be accepted under any circumstances.
15. In case of quoting rates, no multiple lowest rate will be entertained by the Department.
16. Zilla Parishad reserves the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenders will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
17. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer, if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer, is either manufactured or false, in that case work order will not be issued in favour of the tenderer under any circumstances.
18. Bid from Joint Venture are not allowed.
19. In case of any change of date/ corrigenda/ addenda, due intimation will be given in web site/ Notice Board.
20. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
- i) Z.P. Form No-4
- ii) e-NIT
- iii) Technical Bid

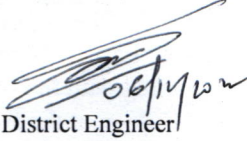

 District Engineer
 Purba Bardhaman Zilla Parishad

Memo. No:- DE/e-NIT/1715/68

Date:- 06/12/2022

Copy of Tender Notice forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:-

1-2)	Sabbhadhipati/Sahakari -Sabbhadhipati , Purba Bardhaman Zilla Parishad .
3)	District Magistrate ,Purba Bardhaman & Executive Officer , Bardhaman.
4-6)	Additional Executive Officer /Financial Controller & Chief Accounts Officer/Secretary, Purba Bardhaman Zilla Parishad.
7-16)	Adhyaksha, District Council/ Karmadhakshya (All), Purba Bardhaman Zilla Parishad.
17-20)	Superintending Engineer , P.W. Directorate , Western Circle-I , Purba Bardhaman / Superintending Engineer , Western Highway Circle No-I, P.W. (Roads) Directorate, Purba Bhawan, Purba Bardhaman./Superintending Engineer , Damodar , Irrigation Circle, I & W.D. Kanainatsal, Purba Bardhaman / Superintending Engineer ,P.H.E. , Central Circle , Purba Bhawan, Purba Bardhaman.
21-24)	Sub-Divisional Officer (All),Purba Bardhaman
25-30)	Executive Engineer, WBSRDA, Bardhaman Division, Bardhaman / Executive Engineer, WBSRDA, Bardhaman -2 Division, Kanksa / Executive Engineer-I, Bardhaman Division , P.W.D./ Executive Engineer-II, Bardhaman Division , P.W.D./ Executive Engineer, Burdwan South Highway Division, P.W.(Roads) Directt./ Executive Engineer,Burdwan North Highway Division, P.W.(Roads) Directt
31-53)	Sabhapati/ Executive Officer, Panchayet Samity (All), Purba Bardhaman
54)	D.I.O. & T.D., NIC, Purba Bardhaman is requested to arrange publication in Web Site http://www.bardhaman.nic.in
55-56)	Dy. Secretary/D.I.A., Purba Bardhaman Zilla Parishad is requested to arrange publication in Web Site http://www.burdwanzp.org
57-59)	Assistant Engineer (All), Purba Bardhaman Zilla Parishad .
60-68)	Sub-Assistant Engineer (All) / H.C./ Acctt., Purba Bardhaman Zilla Parishad
	Notice Board, Engineering Wing, Purba Bardhaman Zilla Parishad./One Extra Copy to District Engineer, Purba Bardhaman Zilla Parishad.


District Engineer

Purba Bardhaman Zilla Parishad



