

# PURBA BARDHAMAN ZILLA PARISHAD

ENGINEERING WING

COURT COMPOUND, P.O. & DIST.- PURBA BARDHAMAN ZILLA PARISHAD PIN - 713101.

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Memo. No:- DE/e-EOI/3017

Date:-07/02/2023

## ELECTRONIC NOTICE INVITING EXPRESSION OF INTEREST OF THE DISTRICT ENGINEER, PURBA BARDHAMAN ZILLA PARISHAD

### (Submission of bid through on-line)

The Purba Bardhaman Zilla Parishad is looking for an experienced /reputed agency, preferably by a Service Co-operative or Body constituted under any Act having experience in Service & Event Management, for operation and maintenance of the installed facilities at Bardhaman Bhaban, Sadhanpur, Bardhaman as a franchisee of the Purba Bardhaman Zilla Parishad, through e-filing for the following service by **two cover system**. Pre-qualification documents in a separate cover and Financial Bid document in another cover are to be submitted by the bidder.

| Sl No                                   | Name of Service  | Minimum Annual Lease Amount for 1 <sup>st</sup> year (Rs.) | Amount of Earnest Money (Rs.) | Period of Lease | Remarks  |
|---|--|--|-------------------------------|-----------------|--|
| <b>Re- Tender (2<sup>nd</sup> Call)</b> |  |  |                               |                 |  |
| 1                                       | Management for Operation and Maintenance including Hospitality service of the installed facilities at Bardhaman Bhavan, Sadhanpur, Bardhaman on lease basis. | Rs. 24,32,000 /-   | Rs. 2,00,000/-                | Three years     | Lease amount for 2 <sup>nd</sup> year & 3 <sup>rd</sup> year will be increased @5% & @10% respectively on accepted lease amount. Contract period will come into force from 01/03/2023. |

The Purba Bardhaman Zilla Parishad also intends to augment the facilities offered for Tourists at Bardhaman Bhavan to exploit the tourism potential of Purba Bardhaman District. The agency may propose the use of additional place within the Bardhaman Bhavan Campus for providing the services. The additional space and services will be allowed to the agency as 'franchisee' of Zilla Parishad, subject to payment of requisite fees to be determined by Zilla Parishad.

The agency will have to arrange booking of accommodation at Bardhaman Bhavan on behalf of the Zilla Parishad in such manner as may be directed.

The detailed terms of reference for operation and maintenance of Bardhaman Bhavan may be obtained from the web site or Purba Bardhaman Zilla Parishad during office hours. (Details of which has been narrated in "Instructions to Bidders"). Agency interested in visiting Bardhaman Bhavan for ascertaining the possibilities may also get in touch with District Engineer, if necessary.

Agency expressing interest will have to submit a Comprehensive Project proposal indicating the services and facilities proposed to be offered for promotion of tourism and additional services and facilities proposed to be offered to the boarders of Bardhaman Bhavan through e-filing.

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

### 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/Bid Security/Tender Fees related to e-Procurement.

#### A) Login By bidder :-

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

#### B) Payment Procedure:-

- i) Payment by NetBanking (any listed Bank) through ICICI Bank PaymentGateway
  - a) 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 he wants to do the transaction in Account No 026401013669, IFSC Code : ICIC0000264.



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- b) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
  - c) Bidder will receive a confirmation message regarding success/ failure of the transaction.
  - d) 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 .
  - e) If the transaction is failure the bidder will again try for payment by going back to the first step.

ii) **Payment through RTGS/NEFT:-**

- a) 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.**
- b) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- c) 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.
- d) 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 any account from which the payment of EMD / (if any) were initiated.

2. **Eligibility criteria for participation in bid:-**

- i) The prospective bidders shall have satisfactorily provided as prime agency one similar nature of service & event management of equivalent facility having yearly turn over not less than forty lakh for a period of at least three years during the last 5(five) years prior to the date of issue of this notice under P.W.D., C.P.W.D., Zilla Parishad & similar any other Govt. Deptt. Copy of credential certificate obtained from order issuing authority along with copy of order should be produced along with the technical bid.
- ii) 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) Trade License. [Statutory Documents].
- iii) A prospective bidder shall be allowed to participate in the bid 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.
- iv) The Partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.

3. Service Tax, GSTIN, Royalty & all other statutory levy, if required, will have to be borne by the bidder.



4. The Purba Bardhaman Zilla Parishad have absolute discretion in evaluation of the proposals and their selection, in the matter shall be final and binding upon all the interested parties. Expression of interest by any party shall not be deemed to confer any right for selection or any obligation on the part of Zilla Parishad to agree to any of the proposals.
5. The Agency shall quote their amount (Both in figures as well as in words) in the given space of Financial Bid Documents only.
6. Bids shall remain valid for period not less than 120 (one hundred twenty) days from the date of opening of Financial Bid.

7. **Date & Time Schedule :-**

| Sl. No. | Particulars   | Date & Time  |
|---------|---|--|
| i)      | Date of Uploading of EOI, Documents (online)  | 08.02.2023 at 16.00 IST  |
| ii)     | Date of start of downloading the documents etc.   | 08.02.2023 at 16.00 IST  |
| iii)    | Date of pre-Bid meeting with intending bidders to be held at Purba Bardhaman Zilla Parishad | 15.02.2023 at 14.00 IST  |
| iv)     | Date of start of submission of Technical Bid & Financial Bid.                               | 08.02.2023 at 16.00 IST  |
| v)      | Date of closing of submission of Technical Bid & Financial Bid.                             | 22.02.2023 at 16.00 IST  |
| vi)     | Date of opening of Technical Bid  | 24.02.2023 at 16.00 IST  |
| vii)    | Date of opening of Financial Bid  | To be intimated later through on line and office notice board. |

7. Prospective bidders are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
8. Purba Bardhaman Zilla Parishad reserves the right to cancel the e-EOI due to unavoidable circumstances and no claim in this respect will be entertained.
9. Bid from Joint Venture is not allowed.
10. Earnest money of successful bidder will be converted to security money. Security deposit will be released after successful completion of the lease period. Security deposited money will be forfeited for breach of any terms and conditions.
11. In case of any change of date, corrigenda, addenda, due intimation will be given in web site <http://www.burdwanzp.org/> Notice Board of Zilla Parishad.

  
District Engineer

Purba Bardhaman Zilla Parishad

Memo. No:- DE/e-EOI/3017/68

Date:-07/02/2023

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

|        |  |
|--------|--|
| 1-2)   | Sabhadhipati/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 <a href="http://www.bardhaman.nic.in">http://www.bardhaman.nic.in</a>  |
| 55-56) | Dy. Secretary/D.I.A., Purba Bardhaman Zilla Parishad is requested to arrange publication in Web Site <a href="http://www.burdwanzp.org">http://www.burdwanzp.org</a>   |
| 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



# INSTRUCTION TO BIDDERS

## Guideline, Terms & Conditions:-

### Section-X-I

**1. General guidance for e-Tendering/e-EOI**

Instructions / Guidelines for bidders for electronic submission of the bids online have been annexed for assisting the agency to participate in e-Tendering/e-EOI.

**2. Registration of Agency**

Any Agency willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. The agency is to click on the link for e-Tendering site as given on the web portal.

**3. Digital Signature certificate (DSC)**

Each agency is required to obtain a Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Information Centre (NIC) on payment of requisite amount, details are available at the Web Site.

**4. The Agency can search & download e-Notice & Documents electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate. This is the only mode of collection of Bid Documents.**

**5. Submission of Bids.**

General process of submission: - Bidders are to be submitted online through online the website in two folders at a time, one is 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 Bid**

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

**A-1. Statutory cover containing documents**

- i. Prequalification Application (Section-B, Form-I)
- ii. Photo copy of EMD as prescribed in the e-NIT, against each of the serial of work in favour of Purba Bardhaman Zilla Parishad.
- iii. Copy of PAN Card & Copy of Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017
- iv. STRUCTURE AND ORGANISATION (Section-B, Form-II). **Valid e-mail & mobile no to be mentioned.**
- v. Tender Form -No. 4 & e-EOI (*properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 4, the tender is liable to summarily rejected.*)

**A-2. Non statutory cover containing documents**

- i. a) Current Professional Tax Receipt Challan b) Current Income Tax acknowledgement Receipt. c) Trade Licence.
- ii. Registration Certificate under Company Act(if any)
- iii. Registered Deed to Partnership Firm/Article of Association & Memorandum (if applicable)
- iv. Power of Attorney (For Partnership Firm /Private Limited Company( if any)
- v. Registered Unemployed Engineers' Co-operative Societies /Unemployed Labour Co-operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report , Annual General Meeting along with relevant supporting papers.

| Sl No | Category Name   | Sub- Category Description | Details  |
|-------|-----------------|---------------------------|--|
| A     | CERTIFICATES    | CERTIFICATES              | <ol style="list-style-type: none"> <li>1. Valid 15-digit Goods &amp; Services Taxpayer Identification Number (GSTIN) under GST Act, 2017</li> <li>2. Valid Pan issued by IT Department Govt. of India.</li> <li>3. Current Professional Tax Receipt Challann</li> <li>4. Latest IT Return Acknowledgement .</li> </ol> |
| B     | Company Details | Company Details           | <ol style="list-style-type: none"> <li>1. Proprietorship firm (Trade License)</li> <li>2. Partnership firm (Partnership deed, Trade license)</li> <li>3. LTD. Company (Incorporation certificate , Trade license )</li> <li>4. Society (Trade License)</li> </ol>  |



|   |            |            |  |
|---|------------|------------|--|
|   |            |            | 5. Power of Attorney<br>6. Valid Bye Law<br>7. Valid Registration Certificate issued by the Co-operative Department.<br>8. Current Audit Report<br>9. Annual General Meeting.  |
| C | Credential | Credential | 1. The prospective bidders shall have satisfactorily provided as prime agency one similar nature of service & event management of equivalent facility having yearly turn over not less than forty lakh for a period of at least three years during the last 5(five) years prior to the date of issue of this notice under P.W.D., C.P.W.D., Zilla Parishad & similar any other Govt. Deptt. Copy of credential certificate obtained from order issuing authority along with copy of order should be produced along with the technical bid. |

**B. Tender Evaluation Committee (TEC)**

- i) Opening & Evaluation of Bid :-
- ii) Opening of Technical proposal :  
Technical proposals will be opened by the District Engineer, Purba Bardhaman Zilla Parishad or his authorized representative electronically from the web site.
- iii) Decrypted (transformed in to readable formats) documents of the statutory/ non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- iv) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenders will be uploaded in the web portals/ Notice Board before opening of financial bid.
- i) While evaluation the Committee may summon of the bidders & 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.

C. Intending tenderers may remain present, if they so desire.

**D. Financial Bid**

- i) The financial proposal should contain the following documents in one cover (folder). **The Bidder is to quote the amount online through computer in the space marked for quoting rate in the BOQ.**
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- iii) Intending tenderer may remain present, if they so desire

**6. Award of Contract**

The Bidder whose bid has been accepted will be notified by Purba Bardhaman Zilla Parishad through Letter of Intent (LOI).

The Letter of Intent will be constitute the formation of the Contract. An agreement between Purba Bardhaman Zilla Parishad and the successful Bidder to be executed in non -Judicial Stamp paper worth Rs 50/- (Fifty) only as per terms and conditions of the contract with all bid documents, e-EOI & BOQ including all communication.

7. 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-Expression of Interest notice.
  - iii) Technical Bid Documents.
  - iv) Financial Bid Documents.

**1. Date & Time Schedule:-**

As per electronic notice inviting expression of interest.



## Section- X-II

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| Sl No | Name of Service  | Minimum Annual Lease Amount for 1 <sup>st</sup> year (Rs.) | Amount of Earnest Money (Rs.) | Period of Lease  |
|-------|--|--|-------------------------------|--|
| 1     | Management for Operation and Maintenance including Hospitality service of the installed facilities at Bardhaman Bhavan, Sadhanpur, Bardhaman on lease basis. | Rs. 24,32,000 /-   | Rs. 2,00,000/-                | Three years<br>(The contract will come into force from 1 <sup>st</sup> March 2023 and will remain valid up to February 2025. ) |

The Bungalow will be run as per prevailing rules & regulations of the Government and Zilla Parishad as may be enforced from time to time and the following core services will be required to be provided by them.

1. **Basic Hospitality services which include:-**

- Reception
  - Bookings
  - House keeping
  - Room service
  - Attendants
  - Restaurant / Cafeteria which may be opened to outsiders also.
- Operation and maintenance of electrical installations.
  - Operation and maintenance plumbing & water supply.
  - Maintenance of security and guarding round the clock.
  - Cleaning and maintenance of the campus including garden.
  - Operation and maintenance of the conference hall & all other common areas.
  - Fire fighting arrangement.
  - Installation of CCTV.

**DETAILS:-**

1. **Basic Hospitality services:-**

- Reception:-** The agency will arrange for adequate receptionists at reception counter. He will maintain visitor's Register as per norms. The agency will also arrange adequate number of attendants.
- Booking:-** Reservation and allotment of rooms will be given by the agency. However, Purba Bardhaman Zilla Parishad will get preferential treatment. The rate of rooms as has been fixed are stated. However, the agency may offer alternative suggestions.
- House keeping:-** The agency will arrange for washing of all types bedding materials, tables linens, curtain, sofa cover etc. The linens should be changed after three days of continuous occupations or as per the requirement whichever is earlier.  
The Rooms, Bathrooms, Kitchen, Pantry, Dining Room, Meeting Hall and allied premises should be kept clean. Cobwebs to be removed periodically. Disinfection of rooms, furniture, crockery etc to be done periodically including supply of materials.
- Room Service:-** The agency will have to arrange for supply of food right from bed tea to dinner (i.e. Bed tea, Break- fast, Lunch, Tiffin and Dinner) as per requirement of the boarder on payment. No alcoholic and intoxicated item of food and drink will be supplied on any occasion unless necessary permission for the same is obtained. The rate charges should be reasonable.
- Attendants:-** Sufficient Nos of bell boys should be provided to attend the Visitors/Boarder.
- Restaurant / Cafeteria:-** The Restaurant and open air cafeteria which may be opened to outsiders also should be run by the agency. Alternative suggestion for the same may also be provided.

2. **Operation and Maintenance of electrical installations:-**

- Cleaning of dust, soot etc., from electrical installations and appliances, lamps, fittings, etc. should be done by the agency frequently on a minimum fortnight interval at his own cost & arrangements.
- Checking the performance of different fittings & fixtures regularly and consequent rectification of detected faults swiftly should be done by the agency at his own cost & arrangements.
- Replacement of fused /defective lamps, gear box, timer, fuse and other electrical equipments etc. as and when required along with AC Machine, including operation of Diesel Generator Sets (15 KVA, Open-type & 50KVA, Canopy-type) with necessary consumable items to be done by the agency at his own cost & arrangements.
- Operations & Maintenance of fountain with pump motor sets, all water supply equipments etc along with electrical installation for that purpose should be done by the agency at his own cost and arrangements.
- Necessary expert persons should be required to be engaged for the purpose (other than periodical visit or supervisors) regularly by agency at his own cost and arrangements, so as to ensure round the clock



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observation as and when required (except the closing day /period with the prior intimation) towards operations and maintenance and immediate rectification of any type of break down and to attend service call at any time.

- vi) The agency should be required to keep a close watch over the conditions & performance of different electrical accessories & installations.
- vii) All new installation and replacement of existing installation with permission of the Zilla Parishad will be the responsibility of the agency and they will do so at their own cost.
- viii) Operations & Maintenance of electrical works to be done by engaging licensed electricians/supervisor as per I.E. rules and in accordance with I.S. specification.
- ix) The person(s) engaged in operation and maintenance should be ensured against all sorts of accidents etc. by the agency at his own cost. Wages for person(s) engaged by the party should be guided as per relevant acts. Zilla Parishad will have no liability whatsoever for person(s) engaged by the agency towards operation and maintenance
- x) Attendance sheet /register for the engaged person(s) should be maintained by the agency and that should be retained in the office of the "Barddhaman Bhaban" complex for the duration of contract for the operation and maintenance.

**3. Operation and maintenance plumbing & water supply:-**

Day to day maintenance of Sanitary & Plumbing works to be done by the agency at his own cost and arrangements.

**4. Maintenance of security and guarding round the clock:-**

- i) The agency should be required to take over the charges of providing Security Guards round the clock at their own cost and arrangements.
- ii) Security of the buildings & installations of the Barddhaman Bhaban Complex will be the agencies responsibility during the tenure of the contract.
- iii) Engagement should normally be made for 6(six) men in 3(three) shifts and each shift will consists of 2(two) men for the purpose by the agency at their own cost & arrangements. If required, necessary additional guards have to be engaged on special occasion.
- iv) No engaged guard should leave premises until or unless relieved by the next shift guards. Zilla Parishad will not bear any responsibility for the additional engagement towards leave reserves and that should be arranged by the agency at their own cost.
- v) Attendance sheet /register for the engaged men by the agency should be prepared by the agency at their own arrangements.
- vi) The engaged security guards should be provided by the agency with approved coloured specific "Uniform" ,at their own cost & arrangements.
- vii) Other essential guarding equipments like Torch Light with required batteries, 'Lathi' etc and Arms, if necessary (procured by the agency with necessary license from appropriate authority) should be arranged by the engaged agency at their own cost.
- viii) In the event of any compliment regarding negligence to duty or misbehaviour or any other misdemeanour, the concerned security guard should be forthwith withdrawn and new replacement provided by the engaged agency at their own cost and arrangements.
- ix) The person(s) engaged for the security guard should be ensured against all sorts of accidents etc. by the agency at their own cost & arrangements.
- x) Wages of security guards have to borne by the agency and they will be solely liable of their performance.

**5. Cleaning and maintenance of the campus including garden:-**

The agency will arrange for adequate sweepers and cleaning staff to keep the complex scrupulously clean. The gardening of both indoor and outdoor will be the responsibility of agency. The agency will also arrange gardener, seeds, plants etc at his own cost. Aquarium to be maintained by the agency at his own cost.

**6. Operation and maintenance of the Conference Hall / Meeting Hall:-**

During meeting, requisite attendants at least four and as per requirement to be provided by the agency and to make necessary arrangement for supply of tea, coffee, Tiffin , cold drinks etc. as per requirement of the occupants on payment. The meeting hall may also double up as a banquet hall and the required services for a banquet should be provided.


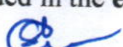

**7. Fire fighting arrangement:-**

Installation of Fire fighting arrangement to be provided by the agency at his own cost & necessary certificate to be obtained from govt. department.

**8. Installation of CCTV:-**

CCTV to be installed at his own cost at entry, passage etc. of the complex & building as per direction of Zilla Parishad.

The agency in addition to offering the **core services** indicated at (1) to (8) above will be expected to workout tie up arrangements with reputed Travel agency/ Tour operator and Transport Fleet Owners etc. for offering ancillary services indicated at (a) to (k) below for the tourists at Barddhaman Bhaban. The detailed proposal regarding the same to be uploaded in the **expression of interest offer**.



The Purba Bardhaman Zilla Parishad also intends to augment **ancillary sector** by way of introducing the facilities offered for Tourists at Bardhaman Bhaban to exploit the tourism potential of Purba Bardhaman Zilla Parishad District. The agency may propose use of additional space within the Bardhaman Bhaban Campus for providing the services. The additional space and services will be allowed to the agency as "**franchisee**" of Zilla Parishad subject to payment of requisite fees to be determined by Zilla Parishad.

- STD/ISD / Internet facility.
- Computerize Bungalow Reservation with Internet Booking facility.
- Credit Card facility.
- Cab –on –call service.
- Conducted trips for local sight seeing with local Guide Service.
- Rail /Bus/Air Ticketing services.
- Promotion of Circuit Tourism Plans with Travel /Accommodation Tie up.
- Souvenir /Handicrafts Counter.
- Specially Packaged food delicacies of Bardhaman.
- Laundrying services.
- Room delivery of Newspapers /Periodicals.

The expression of interest offer should explain necessary arrangement proposed with regard to the **core sector** and also **ancillary sector**. The offer should also attach the documents of legal status of the agency, credentials, the financial adequacy from a Bank etc.

Offer towards arrangements proposed and credential, documents will be evaluated by Zilla Parishad and if found suitable, the summary list of bidders qualified for power point presentation will be uploaded in the web portals/ Notice Board and the successful bidders will be informed for a power point presentation about how they propose to operate the facility. Those who will successfully present their case, will be qualified for opening of financial bid.

The Agency shall quote their amount in the given space of **Financial Bid Documents only**. The agency will have to indicate the amount agreed to pay the Zilla Parishad for this turnkey arrangement annually.

#### **B. Rules and Guide line:-**

- One V.I.P. Suit will always be kept reserved for Zilla Parishad at free of cost. Another V.I.P. Suit may be requisitioned on 24 hrs' notice by Zilla Parishad. However, rent for the same will be paid as per Govt. norms.
- Entry of occupants will not normally be allowed after 11.00 PM in the night.
- The occupants may have to vacate in case of very urgent need.
- Booking is not transferable.
- Day will be counted from 12=00 noon to 12=00 noon of the following day.
- Drunken behavior will not be allowed.
- Cooking is not permitted in the room.
- Zilla Parishad has the power to take legal action against anybody for disobeying the rules and instructions issued from the time to time.
- Rate chart should not be changed .However, rate chart are subject to change only after due approval of Zilla Parishad.
- Occupants willing to stay shall pay the charge @ following rate.

#### **Rate Chart**

| Sl No | Type of Room                  | No Rooms  | Daily Rate /each Room  |
|-------|-------------------------------|---|--|
| i     | Ordinary(Double Bed, Non AC ) | 5   | Rs. 600/-  |
| ii    | A.C. (Double Bed )            | 3   | Rs. 1,000/-  |
| iii   | V.I.P. Room (Double Bed )     | 3+1(Reserved for ZP)  | Rs. 1,200/-  |
| iv    | V.V.I.P. Suit                 | 2   | Rs. 1800/-   |
| v     | Dormitory                     | 10 Beds only  | Rs. 150/- per bed  |
| vi    | A.C. Conference Hall          | For every 3 hours<br>For extra hour beyond 3 hours<br>For full day<br>For more than one day upto 3 days | Rs. 3000/-<br>Rs. 1000/- per hour<br>Rs. 8000/- per day<br>Rs. 20000/- |

Dinning hall (A.C.)/Package facilities are available.

- Month wise occupancy list, income etc.with details to be submitted quarterly as per direction of Zilla Parishad .
- Bio data/Identity details of each employee working under agency to be submitted to Zilla Parishad.
- Booking upto maximum seven days to a person /organization may be allowed. However, booking beyond above period required approval of Zilla Parishad.
- Booking of entire Bungalow will have to required to be cancelled on 24 hours notice on very emergency situation like visit of VVIP on intimation. However, rent for the same will be paid as per Zilla Parishad rate of other bungalow.
- Zilla Parishad has the absolute right to cancel the contract at any stage, if rules and regulations are violated by the agency.
- The agency shall arrange timely payment of energy bill in full to the concerned office of the WBSEDCL for Bardhaman Bhavan and common area.
- The agency shall arrange timely payment of telephone bill in full to the concerned office of the BSNL for Bardhaman Bhavan.



18. The agency shall arrange timely payment of cable bill in full to the concerned office for Bardhaman Bhavan.
19. If the successful highest bidders fails to deposit the lease amount within schedule time after issuance of LOI, Earnest Money deposited along with bid offer will be forfeited and the offer will be withdrawn.
20. Zilla Parishad Authority can inspect, enquire the premise at any point of time with /without intimation.
21. Successful bidder must maintain a Register (online and offline both) for booking in prescribed format.
22. Breach of any terms and conditions will terminate the agreement automatically.
23. Liquid waste, solid waste management mechanism must be ensured -24x 7 .
24. Use of sound system , DJ box and other allied devices should be used with strict compliance of Hon'ble High Court Order.
25. The prospective bidder shall Quote rate only for 1st year Annual Lease Amount in the Financial Bid Documents.
  - a) Annual Lease Amount for 1<sup>st</sup> year will be fixed as per accepted rate in tender.
  - b) Lease amount for 2nd year will be fixed on increasing @5% on 1st year accepted Annual Lease Amount .
  - c) Lease amount for 3<sup>rd</sup> year will be fixed on increasing @10% on 1st year accepted Annual Lease Amount .  
(i.e. lease amount for 1st year will be as accepted in tender for one year, for next year (2nd year ) Lease Amount will be 1.05 times of 1st year accepted Lease Amount & for next subsequent year (3rd year) will be 1.10 times of 1st year accepted Lease Amount .)
26. Successful bidder will have to deposit fifty percent of accepted annual lease amount before placement of firm order and balance fifty percent to be deposited within three month after issuance of firm order for 1st year lease. Fifty percent lease amount for 2nd year to be deposited one month before completion of 1st year lease period and balance fifty percent to be deposited within three month of 2nd year lease period. Fifty percent lease amount for 3rd year to be deposited one month before completion of 2nd year lease period and balance fifty percent to be deposited within three month of 3rd year lease period . If not deposited within stipulated schedule time, then security money will be forfeited and contract will be terminated with immediate effect.
27. The quoted 1<sup>st</sup> year annual lease amount below the reserved annual lease amount will not be accepted.
28. Period of lease three years. The date of commencement of service will be effect from 1<sup>st</sup> March 2023 and will remain valid upto February 2025.

District Engineer  
Purba Bardhaman Zilla Parishad

**SECTION -Y**  
**PRE-QUALIFICATION APPLICATION**

To  
The District Engineer,  
Purba Bardhaman Zilla Parishad

Expression of interest for (Name of Service )-----  
-----  
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**Reference Memo :-** DE/e-EOI./ -.....dated.....

Dear Sir,

Having examined the e-EOI documents, I/we hereby submit all 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 service given in Enclosure to this letter.

We understand that:

- (a) Bid Inviting & Accepting Authority can amend the scope & value of the contract bid under this service.
- (b) Bid Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

Enclo : e-Filling :-

1. As per Technical Bid Documents.





Date :- .....

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

**SECTION -Z****AFFIDAVIT**

(To be furnished in Non Judicial stamp paper of appropriate value duly notarized)

I, Sri ....., S/o .....

aged, ... Years, Residing at, .....

Proprietor/ Partner/Director of .....

do here by solemnly affirm and declare in connection with this bid (Memo no:-DE/e-EOI/3017 dated 07/02/2023) as follows.

1. That I, the undersigned, do certify that all the information furnished and statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. The undersigned understands and agrees that the bid shall remain open for acceptance 120 days from the date of opening of financial bid.
3. Any departure what so ever in any form will be considered as breach of contract. In such situation the Purba Bardhaman Zilla Parishad has the liberty to take necessary action as per to fulfill our contractual obligation. In this connection decision of Purba Bardhaman Zilla Parishad will be final and binding.
4. The undersigned also certifies that neither we have abandoned any contract awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Date :- .....

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



