

Memo No. SUDA-14012(15)/12/2020-NULM SEC(SUDA)/7737

Date :19.01.2021

Tender Document for Sweeping & Cleaning

for

SWAYAMSIDDHA MELA 2021

Venue: Bidhannagar Mela Ground, Karunamayee, Salt Lake

14-02-2021 to 24-02-2021

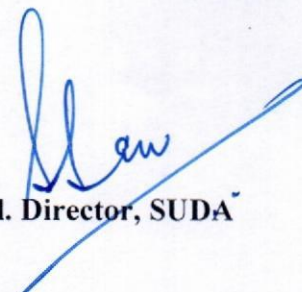
Invitation for Tender:

- 1.1 Tenders are invited by the **State Urban Development Agency** from reputed bonafide & licensed Sweeping & Cleaning agencies for sweeping & cleaning of Mela ground & toilets in connection with **SWAYAMSIDDHA MELA 2020-2021** on and from 14-02-2021 to 24-02-2021.
- 1.2 The parties having experience in jobs of similar nature may download the Tender Documents from **20.01.2021 at 03.00 PM** website www.sudawb.org and submit the same with relevant documents.
- 1.3 Tenderer must furnish full data and information as required in this tender document.
- 1.4 Award of work against the tender is at the sole discretion of SUDA
- 1.5 Sealed Tenders shall have to be submitted to SUDA office **by 03.02.2021 upto 05.00 pm**. Bid will be opened in presence of the representatives of the Tenderers who wish to be present.
- 1.6 SUDA reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest Tenderer.
- 1.7 Any form of canvassing shall be deemed as reason for disqualification.
- 1.8 Any disputes will be attended to within the jurisdiction of Kolkata.

For and on behalf of State Urban Development Agency.

Place : Kolkata

Date :


Addl. Director, SUDA

2. Instructions to Tenderers:

2.1 Eligibility & Qualification of the Tenderer

- i) Eligible Tenderers must have Registered/Branch office within West Bengal.
- ii) Done and supervised job at least 02 in State/ Central Govt. institutions in the last 5 financial years.
(Submission of work orders relating to eligibility criteria is must)
- iii) Copy of PAN Card along with IT Return & Balance sheet for the last 3 financial year.
- iv) GST Registration Certificate.
- v) P.Tax and Trade License Certificate.
- vi) EPF & ESI Registration Certificate.

2.2 Rates and Quotes:

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote for items specified below :-

- A. **Rates should be for Sweeping & Cleaning of Field, Lawn, Toilet, Office space etc., inclusive of all necessary materials of the SWAYAMSIDDHA MELA ground on & from 14-02-2021 to 24-02-2021.**
- B. **Cleaning job should be started from 14-02-2021 at 02:00 PM and will be continued upto 24-02-2021 at 02:00 PM.**
- C. **Rates quoted shall be inclusive of Sweeper, sweeping equipments, Taxes & Duties.**
- D. **Minor addition and alteration may have to be done depending upon requirement without any extra cost The details of which would be provided at the time of execution of work**
- E. **Total 12 nos. of Sweeper per shift for 8 Hours. Total 2 shifts per day.**

Application should invariably be supported by following documents:

- Eligible Tenderers must have Registered/Branch office within West Bengal.
- Done and supervised job at least 02 in State/District level in the last 5 years (Submission of work orders relating to eligibility criteria is must).
- Copy of Pan Card along with IT Return & Balance Sheet for the last 2 Financial year.
- GST Registration Certificate
- P.Tax & Trade License Certificate.
- EPF & ESI Registration Certificate.
- Authorization of the person signing the Tender
- The Tender Document- The original Tender Document shall be duly signed on all pages.

N.B. : Signing of Tender: Persons tendering shall submit their Tenders duly signed on all pages. Signature will indicate acceptance of the contents of the tender papers. Corrections and alterations, if any, are to be signed.

- A. Tenderers should put all the documents in a sealed envelope addressed to the Director, **State Urban Development Agency, ILGUS BHAVAN, H-C Block, Sector-III, Salt Lake, Kolkata-700106**
- B. Each sealed cover shall be marked as “**Strictly Confidential – Tender for Sweeping & Cleaning work of SWAYAMSIDDHA MELA –2021**”.

If the envelope(s) is/are not sealed and/or marked as instructed, application(s) shall be summarily rejected.

2.3 Time of submission:

The tender must drop in the drop box in the office of the **State Urban Development Agency, ILGUS BHAVAN, H-C Block, Sector-III, Salt Lake, Kolkata-700106** by **03-02-2021** upto **05:00 PM**. **State Urban Development Agency** may, at its own, sole discretion, extend the deadline for submission of tenders by issuing an amendment in accordance in which case all rights and obligations of **State Urban Development Agency** and the Tenderers, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

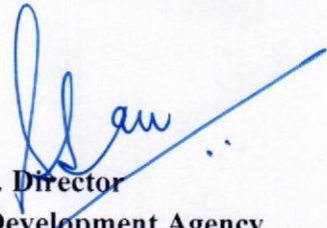
2.4 Opening of Tenders:

The tenders shall be opened on **04-02-2021** at **11.30 am** in presence of such representatives of the Tenderers who wish to be present.

3. Tenderers shall have to deposit earnest money amounting to **Rs. 5,000/-** (Rupees Five thousand) only through Demand Draft in favour of "**State Urban Development Agency**" payable at Kolkata In case of failure, tenders shall be deemed invalid. The earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.
4. If the Agency is selected, the security @ 10% on contract value is to be deposited adjusting the EMD through Demand draft in favour of **State Urban Development Agency** payable at Kolkata. No work order will be issued until security Money is deposited.
5. The Contractor shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.
6. Payment will be released only after due completion of SWAYAMSIDDHA MELA-2021 on receipt of duplicate bills & due recommendation from Concerned Sub-Committee.
7. Failure to accomplish tendered work within stipulated time and to the satisfaction of competent authority shall invite penal measures, financial and/or otherwise as may be prescribed by competent authority.
8. The bidder has to submit valid 15 digit GST No. under GST Act 2017 along with his bid.
9. The Financial offer of the prospective qualified tenderer(s) will be considered only if the technical bid of the tenderer(s) is found qualified by Competent authority of State Urban Development Agency. The decision of the competent authority of SUDA will be final and absolute in this respect and no challenge against such decision will be entertained.
10. Tax invoice needs to be issued by the supplier for raising claim under the contract showing separately the Tax charge in accordance with the provision of GST act,2017 vide FD Memo No. 4374 dt. 13/7/17.
11. The accepting authority have the right to accept the lowest or any rate and also reserve the right to reject any part or in full or all tenders received and split up the work in different groups/phases without assigning any reason thereon.

12. Mobilization advance will not be allowed.
13. Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of 90 days from the date of opening of tenders.
14. **Award of Contract:**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance/Work Order.



Add. Director
State Urban Development Agency

Technical Data Sheet

(Successful completion Certificate and work order to be attached herewith)

Name of the Tenderer :	
Address :	
Head of the Organization :	
Office Address :	
Date of incorporation of the organization :	
Nature of Organization (Proprietorship/Partnership/Pvt.Ltd/Limited)	
Pan No. :	

Experience of last 5 years	Year	Client Company	Event	Venue& Location	Job value (in Rs.)	Work order from client	Photo enclosed (yes/no)	Awards won(Documentary evidence to be submitted)
	2015- 2016							
	2016- 2017							
	2017- 2018							
	2018- 2019							
	2019- 2020							

Signature with office stamp

COST DATA SHEET

Sl. No.	Particulars	No. of sweeper	Rate per head per Shift (inclusive of all taxes and duties)	Total Amount (Rs.
1	Sweeper			
Total :				

Signature with Official Seal

Memo No. SUDA-14012(15)/12/2020-NULM SEC(SUDA)/7737/1(3)

Date :19.01.2021

Copy forwarded for information to

1. Director, SUDA
2. Members of Tender Sub Committee, SWAYAMSIDDHA MELA 2021
3. P.A. to Principal Secretary, UD & MA Dept.



Handwritten signature in blue ink, appearing to be 'K. An'.

Addl. Director
State Urban Development Agency