

GOVERNMENT OF WEST BENGAL
URBAN DEVELOPEMENT & MUNICIPAL AFFAIRS DEPARTMENT
NAGARAYAN, DF-8, SECTOR-I, SALT LAKE,
KOLKATA-700 064

No: 1193-T&CP.

Dated: 20.07.2023.

E-Tender Ref. No: UDMA/05/2023.

The Assistant Secretary, for and on behalf of the Urban Development and Municipal Affairs Department (UD&MA), Government of West Bengal, invites e-tender from reputed agencies /Service provider having experience in similar nature of works in last 3 (three) years, for the works detailed in the table below. (Submission of Bid through **online**) Detail of Scheme(s)/ Work(s):

| SI. No. | Name of work | Estimated amount | Earnest Money | Time of Completion | Location |
|---------|--|----------------------|--|---|---|
| 1. | Digitization of different documents and files for migration to e-Office platform in the Urban Development & Municipal Affairs Department, Government of West Bengal. | Rs. 7.50 Lakh | Rs.15, 000/- (Rupees Fifteen Thousand Only). | 120 Days (One Hundred and Twenty) Days | Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata- 064 |

GENERAL TERMS AND CONDITIONS FOR BIDDERS THROUGH E-TENDER:

- A. In the event of e-filling, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- B. Both **Technical Bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated.
- C. The **financial offer** of the prospective Tenderer will be considered only if the **technical bid** of the bidder is found qualified by the Bid Evaluation cum Tender Committee. The decision of the Bid Evaluation cum Tender Committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

D. Eligibility criteria for participation in the tender:

For eligibility, the Bidder shall have at least:

1. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India.
2. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.
3. Credentials:
 - I. Intending tenderers should produce credentials of a same or similar nature (Any type of Scanning Work) of completed work of the minimum value of **Rs.50,000/-** during last 3 (three) years prior to the date of issue of the tender notice; or,
 - II. Intending tenderers should produce credentials of one single running work of same or similar nature (Any type of Supply Work) which has been completed to the extent of 50% or more and value of which is not less than the desired value at(i) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

4. Bidder must have valid Trade License, PAN, GST and other taxes (whichever applied). Certificate of registration with the department of Industries in the state where the office is located.

5. The prospective bidders should not have been Black Listed from any Government Organization/ Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive).
6. Average annual turnover of the bidder (Refer Form TECH-1B) over the last 3 (three) financial years (2019-20, 2020- 21 and 2021--22) should be **at least Rs.02.00 Lakh.**
7. The Bidder must have at least a Registered Office / Corporate Office / Branch Office in Kolkata/ West Bengal.
8. **There shall be no provision of Arbitration.**
9. Any legal complication if arises in this regard, will come under jurisdiction of Kolkata High Court only.
10. Bid shall remain valid for a period of **120 days** from the date of opening of the financial part of the Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

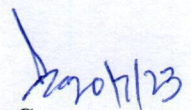
11. Date and Time Schedule:

| Sl. No. | Particulars | Date and Time |
|---------|---|------------------------|
| A. | Date of uploading of Bid Document and Tender Documents (Online Publishing Date) | 20.07.2022 at 06:00 pm |
| B. | Documents download start date (Online) | 21.07.2022 at 10:00 am |
| C. | Documents download end date (Online) | 27.07.2023 at 06:00 pm |
| D. | Bid submission starting | 21.07.2022 at 10:00 am |
| E. | Date and time of Pre-bid meeting with the intending bidders at the conference room of Nagarayan, Sector I, Bidhannagar, Kolkata-064 | 24.07.2023 at 01:00 pm |
| F. | Bid Submission closing (Bid Due Date) | 27.07.2023 at 06:00 pm |
| G. | Bid opening date for Technical Proposals | 31.07.2023 at 03:00 pm |
| H. | Date of communicating list for Technically Qualified Bidders | To be notified |
| I. | Date of Opening of Financial Proposal | To be notified |
| J. | Date of issuance of Work Order / Signing of Agreement | To be notified |

12. **Earnest Money: Rs.15, 000/-** as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the website).
13. **Successful bidders shall deposit Rs. 25,000/- as performance bank guarantee for a period of 6 months.**
14. The intending Bidder shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. UD&MA Deptt. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.
15. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in before tendering the bids.
16. Conditional / Incomplete tender bid will not be accepted under any circumstances.
17. The intending Bidders are required to quote the price online.
18. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
19. UD&MA Deptt., reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
20. Before issuance of the Work Order, the tender inviting authority may verify the credential and other documents of the lowest Bidder if found necessary. After verification if it is found that the documents submitted by the lowest Bidder is either manufactured or false in that case work order will not be issued in favour of the said Bidder under any circumstances.
21. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
 - a. **N.I.T**

b. Tender Document.

22. **Qualification criteria:** The tender inviting and Accepting Authority through Tender Committee will determine the eligibility of each bidder. The bidders shall have to meet all the eligible criteria regarding: Financial Capacity Experience/ Credential as mentioned before. Method of selection **will be Least Cost Selection (LCS) Method**. The client will select the agency with the lowest quoted percentage.
23. The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed format. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be rejected at any stage without any prejudice.
24. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
25. No. price preference and other concession will be allowed.


**Assistant Secretary to the
Government of West Bengal**

INSTRUCTION TO TENDERERS/BIDDERS

SECTION – A

1. General guidance for e-tendering:

Instructions/ Guidelines for Bidders for electronic submission of the Bids have been annexed for assisting them to participate in e-tendering.

2. Registration of Bidder:

Any Bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to **[https:// wbenders.gov.in](https://wbenders.gov.in)**. The Bidder is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature certificate (DSC):

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of Bids, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Bidder. DSC is given as a USB e-Token.

4. The contractor can search and download NIB and Bid 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, Bids are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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).

Technical proposal

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

Statutory Documents

I. Technical Packet:

- NIT (Notice Inviting Tender):** The Bidders are instructed to download the NIT Document Properly, and the same NIT Document will be uploaded in this Folder.
- Copy of EMD submitted:** The Bidders are instructed to upload proof of submission of EMD amount as done online in this Folder.
- All Annexure:** The Bidders have to take a print out copy of the Annexure, fill them properly in hard copies and the same documents has to be scanned in Multipage PDF format and upload in this Folder.
- Special terms, conditions & specification of work and current Bank solvency certificate.

II. Financial Packet:

- BOQ (Bill of Quantity):** The Bidders are instructed to download the BOQ (i.e., Excel sheet) and the same must be filled up properly and uploaded by providing competitive rates including all admissible taxes& duties, GST, transportation, freight, trial run & training and Company name.

Non Statutory Document/ OID (Other Important Documents):

To upload these documents, go to My Account→ My Document→ then you can see the Folders.

The Documents must be arranged in the format given below:

| Sl. No. | Category Name | Sub Category Name | Sub Category Description |
|---------|---|----------------------|---|
| A. | CERTIFICATES [Every folder corresponds to one single file] | A1. CERTIFICATES | 1. GST Registration No. 2. PAN No. 3. Income Tax return for last three years. |
| B. | COMPANY DETAILS [Every folder corresponds to one single file] | B1.COMPANY DETAILS 1 | 1. Certificates of incorporation and commencement of business highlighting registration details as applicable to the legal status of the bidder. 2. Composition of Board of Directors or details of lead partner or governing authority or trust as the case may be, as is applicable to the legal status of the bidder. |

| | | | |
|----|--|-------------------|--|
| C. | CREDENTIAL [Every folder corresponds to one single file] | C1.CREDENTIAL L 1 | 1. Work Completion Certificates or Payment Certificates issued by competent authority for the projects mentioned. [For completed projects, provide payment certificate in case work completion certificate is not available] |
|----|--|-------------------|--|

The Bidders are instructed to scan the documents in Multipage PDF Format and the scanning properties must be in (100 to 150 DPI/PPI in Grey or Color).

Note: - Failure of submission of any of the above-mentioned documents will render the Bid liable to be summarily rejected for both statutory and non-statutory cover.

6. Bid Evaluation:

- Opening of Technical proposal: Technical proposals will be opened by the Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- Cover (folder) of statutory documents should be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the Bid will summarily be rejected.
- Uploading of summary list of technically qualified Bidders.
- Pursuant to scrutiny and decision of the Bid Evaluation Cum Tender Committee the summary list of eligible Bidder and for which their proposal will be considered and uploaded in the web portals.
- While evaluation, the committee may summon the Bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial proposal: To be uploaded digitally signed by the Bidder. BOQ should be uploaded for financial bidding in following manner:

BOQ

| Sl. No. | Item Description | Quantity | Units | BASIC RATE In Figures To be entered by the Bidder Rs. P | TOTAL AMOUNT With Taxes | TOTAL AMOUNT In Words |
|-----------------------------|---|----------------------|-------|---|-------------------------|-----------------------|
| 1 | 2 | 4 | 5 | 13 | 54 | 55 |
| 1 | Digitization of different documents and files for migration to e-Office platform | | | | | |
| 1.01 | A4/LEGAL PAGES | 1.000 | Nos | | 0.000 | INR Zero Only |
| 1.02 | A0 PAGES | 1.000 | Nos | | 0.000 | INR Zero Only |
| 1.03 | A1 PAGES | 1.000 | Nos | | 0.000 | INR Zero Only |
| 1.04 | A2 PAGES | 1.000 | Nos | | 0.000 | INR Zero Only |
| 1.05 | A3 PAGES | 1.000 | Nos | | 0.000 | INR Zero Only |
| 2 | MICRO FILMING ANY SIZES | 1.000 | Nos | | 0.000 | INR Zero Only |
| Total in Figures | | | | | 0.000 | INR Zero Only |
| Quoted Rate in Words | | INR Zero Only | | | | |

Note: Payments to be done as per actual work of the items.

SECTION – B : Scope of Work

- Scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files.
- Bidders shall be equipped with their desktops, scanners etc.
- Scan working hours i.e. from 10.00 A. M. to 5.00 P. M. on all working days (viz. Monday to Friday).
- All bids received shall remain confidential until the contract, if any resulting from this tender is awarded, i.e. signed and approved by all parties. Thereafter, the bids shall be deemed public records.
- Penalty for suppression / distortion of facts:** Submission of false document by Bidder is strictly prohibited and in case of such act by the Bidder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

6. *Rejection of Bid:* The Employer (bid accepting authority) reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Bid accepting authority) action.
7. The Bidder whose bid has been accepted will be notified by the Bid Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract.

8. **Termination of contract for default:**

Urban Development & Municipal Affairs Department without prejudice to any other remedy available for breach of contract may terminate the contract in whole by a thirty days notice in writing to the bidder in the event of any one or all of the following:

i) If the bidder fails to provide any one or all services as per this contract, and fails to set right the disruption in service within the thirty (30) days notice period or show a valid reason to the Urban Development & Municipal Affairs Department for the lapse.

ii) If the bidder has engaged in corrupt or fraudulent practises in executing the contract.

9. **Provisions for Unsatisfactory Services:**

If services of bidder are not found satisfactory, at any stage during the period of contract, in such situations the bidder shall be bound to remove the deficiencies at its own cost within the time period fixed by the Urban Development & Municipal Affairs Department. In case the bidder is not able to remove and rectify the deficiencies within the given time period, the Urban Development & Municipal Affairs Department will be competent to make alternative arrangements of the services at the risk and cost of the bidder and the costs so incurred shall be deducted from the due amount payable to the bidder.

12/3
Assistant Secretary to the
Government of West Bengal

ANNEXURE A

To,
The Assistant Secretary to the
Government of West Bengal
Urban Development & Municipal Affairs Department,
Nagarayan, DF-8, Salt Lake, Kolkata-700064.

Ref: Digitization of different documents and files for migration to e-Office platform.

E-NIT No: **UDMA/05/2023**, of Assistant Secretary, Government of West Bengal, Urban Development & Municipal Affairs Department.

Sir,

Having examined the Statutory, Non Statutory, Instructions to bidders & NIT documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of
..... in the capacity

..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.

Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

Enlco:

Statutory Documents

Non statutory Documents

Date:

Signature of the bidder including title and capacity in which application is made

N.B:- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE FIRM/COMPANY IN WHICH APPLICATION IS MADE, CLEARLY MENTIONING THE ADDRESS AND CONTACT NUMBER OF THE FIRM/COMPANY.

ANNEXURE B
FINANCIAL STATEMENT

1. Name of Applying Agency:
2. Summary of turnover generated on the basis of the audited financial Statement of the last 03 (three) financial years.

| FY | 2019-20 | 2020-21 | 2021-22 |
|-----------------|---------|---------|---------|
| Annual Turnover | | | |

Average Annual Turnover is XXXX (Rs in Lakh)

Signed by a Practicing Chartered Accountant

Name:

Membership No.:

Name of the Firm with Seal:

Date:

Note: This form is required to be certified by a practicing Chartered Accountant

ANNEXURE C

STRUCTURE AND ORGANISATION

A. Details about the Bidder (single entity / lead agency in case of consortium/JV):

1. Name of applying agency / lead agency:
2. Registered Office Address:
Telephone No.:
Fax No. :
E mail#:
Website:
3. Kolkata Office Address (if any):
Telephone No.:
Fax No. :
E mail#:
Website:
4. Name of the Contact Person for this assignment:
Designation:
Address:
Telephone No :
Cell phone No.:
E mail:
Fax No. :

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

ANNEXURE D: DECLARATION

(Declaration should provide on printed letter head of the Bidders)

Name of the Work:

To,
The Assistant Secretary to the
Government of West Bengal
Urban Development & Municipal Affairs Department,
Nagarayan, DF-8, Salt Lake, Kolkata-700064.

Sir,

Having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.

I hereby certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.

I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

I certify that my firm is not **blacklisted / banned** from business by any organization.

I hereby accept the rules and procedures of the Institute for pre-qualification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered / modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with **UD&MA Department, West Bengal** and /or prosecuted.

(Signature of authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

Place: _____

Date: _____

Seal of the Bidder