

# State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata – 700106

Email: [wbsudadir@gmail.com](mailto:wbsudadir@gmail.com)

Memo No. SUDA-14013(17)/2/2022-IT SEC(SUDA)-SUDA/492

Date: 31.01.2024

## NOTICE INVITING e-TENDER FOR SUPPLY AND INSTALLATION OF CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM AT SUDA BUILDING AND PARKING AREA

NIT No: -----

The Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development and Municipal Affairs Department, Government of West Bengal invites e-tender for 'Supply and installation of Closed-circuit television (CCTV) system at SUDA building and parking area' from interested, reputed and bonafide agencies/service providers having experience and acumen in such work as noted below in the eligibility as depicted hereunder for participating in the Bid.

### Data Sheet and Instruction to Bidders:

1	Name of the Work	Supply and installation of Closed-circuit television (CCTV) system at SUDA building and parking area.
2	Location of delivery	SUDA Building, Kolkata, West Bengal
3	Work Specification & Scope of work	Details in Section B, Terms of Reference / Scope of Work.
4	Eligibility to participate in the Bid	<p>Proposal may be submitted by interested bidders only as a single entity. No Consortium/JV is allowed.</p> <p>For eligibility, the Bidder shall have at least:</p> <ol style="list-style-type: none"><li>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. The time period elapsed from commencement of business should be at least 05 (five) years as on 1<sup>st</sup> January 2024.</li><li>2. i) Intending tenderers should produce credentials of a similar nature of completed work with Central &amp; State Govt/PSU/ULB of the minimum value of <b>Rs.0.60 lakh</b> during 5(five) years prior to the date of issue of the tender notice; or,  ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work with Central &amp; State Govt/PSU/ULB, each of the minimum value of <b>Rs.0.45 lakh</b> during 5(five) years prior to the date of issue of the tender notice; or,  iii) Intending tenderers should produce credentials of one single running work of similar nature with Central &amp; State Govt/PSU/ULB which has been completed to the extent of</li></ol>

		<p>80% or more and value of which is not less than the desired value at (i) above</p> <p>In case of running works/supply, only those tenderers who will submit the certificate of satisfactory running work/ supply from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work/ supply is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.</p> <p>3. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract</p> <p>4. Bidder must have these valid documentary proof of:</p> <ol style="list-style-type: none"> <li>I. Trade License</li> <li>II. Proof of Office Address in West Bengal</li> <li>III. GSTIN number</li> <li>IV. Income Tax registration/PAN number</li> <li>V. Certificate of updated Income tax Return for last 3 years (2020 – 21, 2021 – 22 &amp; 2022-23)</li> </ol> <p>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).</p> <p>6. The Bidder shall furnish the Article of Association and Memorandum, if applicable.</p> <p>7. The average annual turnover of the Bidders during the last three financial years should be not less than <b>Rs.0.75 lakh</b>. [Turnover shall mean gross sales or gross revenue, as defined by the Indian Accounting Standards published by the Institute of chartered Accountants of India (ICAI)]</p> <p>8. Bidder must have a registered office in West Bengal.</p>
5	Documents to be produced in support of Credentials for Bid submission	<p>Following documents shall have to be furnished in two separate covers:</p> <p><b>1. COVER A: Technical Proposal</b></p> <ol style="list-style-type: none"> <li>a. <b>Covering Letter</b> (Refer Annexure A, No. I)</li> <li>b. <b>Average Annual Turnover of the bidder</b> over the last three financial years (2020-21, 2021-22 &amp; 2022-23) certified by a practicing Chartered Accountant (Refer Annexure A, No. II)</li> <li>c. <b>Statement of Legal Capacity</b> (Refer Annexure A, No. III)</li> <li>d. <b>Details about the Bidder</b> (Refer “Structure and Organization” in Annexure A, No. IV)</li> <li>e. <b>Company Certificates</b> like Certificate of incorporation highlighting registration details along with the composition of Board of Directors, Trade License and GST Registration No, PAN No. and TAN No. IT returns for last three years.</li> <li>f. Statement of any Indictment: The Bidders should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings. A declaration to this effect has to be submitted.</li> </ol> <p>It may please be noted that non-provision of this declaration in this</p>

		<p>proposal <b>will lead to rejection</b> of the same.</p> <p>g. Declaration that the Bidder or any of its staff had not been at any point of time <b>blacklisted</b> by any Government or its agencies or court of law or any other organization (Please refer Annexure A, No. V)</p> <p>h. Brief of court / legal cases pending, if any.</p> <p>i. Work Completion Certificates / Payment Certificates issued by competent authority.</p> <p>j. Detailed Project experience during the period of last 05 years.</p> <p><b>2. COVER B: Financial Proposal</b></p> <p><b>a. BOQ.</b></p> <p><b>Note: All documents in original shall have to be produced in due course of time as &amp; when asked by State Urban Development Agency (SUDA) / UD&amp;MA Department</b></p>
6	Earnest Money Deposit	<p><b>Rs.3,000.00 (Rupees Three Thousand only)</b> as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the website). This amount will be converted to security deposit for the successful bidder.</p> <p>Balance Earnest Money beyond Rs. 9,600 (if any, to fulfill 2% of amount offered) shall be deposited by the successful Bidder prior to acceptance of tender in the form of a Bank Draft obtained in favour of “Director, State Urban Development Agency”, from any nationalized bank payable at Kolkata.</p> <p>The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 6 months of completion of the work. No interest shall be payable on the deducted amount.</p>
7	Refund of Earnest Money	The EMD is interest free and will be refundable to the unsuccessful bidders within 15 days of signing of agreement with the Successful Bidder.
8	Cost Price of Bid Document	Nil
9	Goods and Service Tax (GST)	The Bidder should include GST in the cost of products/services. However, the Employer / Authority will pay to the Bidder, GST or any other tax replaced with it at the prevalent rate at the time of actual payment to the Bidder.
10	Currency	Bidder shall express the price of their assignment/job in Indian Rupees.
<b>11</b>	<b>Tender Schedule as follows:</b>	
Sl. No.	Particulars	Date and Time
A.	Date of uploading of Bid Document and Tender Documents (Online Publishing Date)	31.01.2024 at 03:00 pm
B.	Documents download start date (Online)	31.01.2024 at 03:00 pm
C.	Documents download end date (Online)	09.01.2024 at 1:00 pm
E.	Bid submission starting	31.01.2024 at 04:00 pm
F.	Bid Submission closing (Bid Due Date)	09.02.2024 at 1:00 pm

G.	Bid opening date for Technical Proposals	12.02.2024 at 1:00 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	Duration of supply	15 Days
13	Bid Document	<p>A complete proposal document consists of 2 parts. These are:</p> <p><b>1. Part-I</b> containing:  Section A: Instruction To The Bidders  Section B: Terms of Reference / Scope of Work  Section C: Conditions and requirements for bidding  Section D: Definitions and Interpretations</p> <p>AND</p> <p><b>2. Part-II</b> containing list of documents and credentials possessed by applying agency to be provided namely:</p> <p><b>Annexure A</b></p> <ol style="list-style-type: none"> <li>I. Qualification Application</li> <li>II. Financial Statement</li> <li>III. Statement of Legal Capacity</li> <li>IV. Details about the Bidder</li> <li>V. Statement of any Indictment</li> <li>VI. Detailed Project experience along with work order copy</li> </ol> <p><b>Annexure B</b>  Financial Proposal submission form</p> <p><b>Annexure C</b>  Press Advertisement inviting proposal</p>
14	Bid Evaluation	Detailed Bid Evaluation Criteria is given in the data sheet, Sl. No. 16. The Method of selection will be Least Cost Selection (LCS) Method. The client / Authority will select the Bidder with the lowest evaluated total price and rank the Bidders accordingly.
15	Form of Financial Proposal	Financial Bid shall be (as per BOQ) offered by the Bidder for undertaking the supply & services as mentioned in this document.
16	Bid Evaluation Criteria	<p>All the Bidders will be technically qualified if:</p> <ol style="list-style-type: none"> <li>a. Complies with the Eligibility Criteria as mentioned in Sl No 4 to the satisfaction of the Authority.</li> <li>b. Has submitted all the required statutory and non-statutory document as is required or as is mentioned in this NIT</li> <li>c. The Technical proposal does not contain any reference to the financial proposal</li> <li>d. The Bidder has submitted EMD</li> <li>e. The technical proposal is unconditional</li> </ol> <p>The Financial proposal of all the Bidders who qualify on technical parameters shall be opened and based on the lowest price offered; the L1 bidder shall be selected.</p>

		<b>NOTE: SUCCESSFUL BIDDER WILL SUBMIT THE SPECIFICATION &amp; BRAND BEFORE PLACEMENT OF ORDER FOR APPROVAL OF THE SAME AND SUPPLY THE MATERIAL AFTER GETTING APPROVAL.</b>
17	Validity of Bid	120 days from the date of opening of the financial part of the Bid.
18	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period.
19	Acceptance of Bid	State Urban Development Agency (SUDA), reserves the right to accept or reject any or all proposals without assigning any reason thereto. SUDA reserves the right to withdraw from the process or any part thereof, to accept or reject any/ all offer(s) at any stage of the process and/or modify the process or any part thereof or to amend any terms without assigning any reasons. Since this is an e-tendering process, <b>all the required documents are to be submitted through online only</b> . SUDA shall not entertain any other mode of submission (post/courier/fax etc.) of proposal other than e-tender mode.
20	Intimation	The qualified Bidder(s) will be notified through email of the acceptance of their Bid. If at any time during the evaluation process, SUDA requires any clarification, they reserve the right to request such information from any or all of the agencies and the agencies will be obliged to provide the same within a reasonable timeframe. SUDA may also call for a presentation on the proposal from any or all of the Bidders who have submitted their proposals.
21	Influence	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.
22	Name and address of the Tender Inviting Authority (TIA)	Director, State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106
23	Execution of Work	Bidders are liable to execute the service as mentioned in “Terms of Reference / Scope of Work” in Section-B along with provisions provided in Sl. No: 3 above.
24	Evaluation	<b>Opening of Bid:</b> - Proposals will be opened by SUDA electronically from the website using Digital Signature Certificate.  Cover (folder) of statutory documents shall 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 tender will summarily be rejected.  Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Bid Evaluation cum Tender Committee.  Scrutiny of proposal, evaluation of the same and recommendation thereafter will be made by SUDA.
25	Disqualification	A proposal that has been found to be incomplete in

		<p>content or attachments or authenticity shall not be considered for the purpose of qualification. If any information (false/ unacceptable) is received by SUDA after the Bidder has been qualified to receive the Request for Proposal, SUDA reserves the right to reject the Bidder at that time or at any time after such information becomes known. The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.</p>
26	Execution / Entering into Contract	<p>SUDA shall issue a Letter of Intent (LOI) / Letter of Acceptance (LOA)/Work order to the selected Bidder(s) based on the selection criteria.</p> <p>The bidder/(s) will sign the contract after fulfilling all the formalities/pre-conditions, within 07 days of issuance of the Letter of Intent / Letter of Acceptance /Work order.</p> <p>The Bidder is expected to commence the Assignment/job on the date and at the location as mutually agreed upon.</p>
27	Special Terms and conditions	<p>This notice constitutes no form of commitment on the part of SUDA other than to provide further information on the specific tasks to be undertaken as part of the proposal. Furthermore, this notice confers neither the right nor an expectation on any party to participate in the proposed process. Mere submission of proposal shall not entitle the participant for being shortlisted.</p> <p>The Bidder shall bear all costs associated with the preparation and submission of the proposal. SUDA shall not, under any circumstances, be responsible or liable for any such costs, whether direct, incidental or consequential.</p> <p>Only the courts at Kolkata (with exclusion of all other courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise out of or in connection with the bidding procedure.</p> <p>Intending bidder may download the tender document from the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> directly by the help of Digital Signature Certificate as necessary through e-Filing. Scanned copy of credentials to be submitted, details of which have been narrated in Section A under "Instruction to Bidders". Technical Bid &amp; Financial Bid both will have to be submitted concurrently duly digitally signed in the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> as per Tender Schedule.</p> <p>Prospective Bidders are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.</p> <p>At any stage of bid process and before issuance of the LOI / LOA/Work order, the bid inviting authority may verify the credential &amp; other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is false or misleading; in that case, LOI / LOA/ Work order will not be issued in favor of the bidder under any circumstances and if issued it will be withdrawn with necessary consequences under law.</p> <p>Where an individual person holds a digital certificate in his</p>

		own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favor, by the rest of the directors of such company or the partners of such firm, to upload such tender.
28	Confidentiality	Information relating to evaluation of Proposals and recommendations concerning the selection of Consultant / Bidder shall not be disclosed to the Consultants / Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the executed Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer / Authority's antifraud and corruption policy.
29	Number of Proposals	A Bidder can submit only one proposal. If multiple proposals are submitted, all the proposals shall be out-rightly rejected.

DIRECTOR  
STATE URBAN DEVELOPMENT AGENCY

**SECTION – A**  
**INSTRUCTIONS TO BIDDERS**

**I. General Guidance for e-tendering**

Instructions/ guidelines for bidders for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

**II. 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 <http://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

**III. Digital Signature Certificate (DSC)**

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

**IV.** The Consultants / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**V. Submission of Proposal**

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

The proposal should contain scanned copies of the following further two covers (sub folders):

**A. Statutory Cover Containing**

**1. Prequalification Document**

- i. Qualification Application (Annexure A, No. I)

**2. Technical Document (To be filled, scanned and uploaded as multiple page scanned file)**

- i. Financial Statement (Annexure A, No. II)
- ii. Statement of Legal Capacity (Annexure A, No. III)
- iii. Details about the Bidder (Annexure A, No. IV)
- iv. Statement of any Indictment (Annexure A, No. V)
- v. Detailed Project experience along with work order copy(Annexure A, No. VI)

**NOTE:** Bidders must ensure that the e-mail Id provided in the Registered Office Address is the same with which they have registered at the e-procurement portal (<http://wbtenders.gov.in>).

The bidder should not be under active prosecution for criminal offence, liquidation, court receivership or similar proceedings. It may please be noted that non provision of this declaration in this Bid **will lead to rejection** of the same.



1. Declaration that the Bidder or any of its / their staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization
2. Brief of **court / legal cases** pending, if any.

### **B. Non-Statutory Cover Containing / My Space**

1. **Certificates:** GST Registration No, PAN No., TAN No, Income Tax return for last three years, EPF and ESI registration Certificates (**Scanned copies to be provided**).
2. **Organization Details:** Registration details along with the composition of Board of Directors or details of lead partner or governing authority or trust as the case may be. It is to be noted that depending upon the legal nature of the bidder, the corresponding documents need to be submitted.
3. **Credentials:** Details of work experience during the period of last 05 years along with documentary evidence.

**Intending Bidders should upload above documents as per following folders in My Documents**

**NOTE:** Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned document should not exceed 300.

**Table 1: List of Documents to be uploaded in My Documents (Non-Statutory Folder)**

<b>e-Tendering System of Government of West Bengal</b>			
<b>Bidder Document Sub Category Master</b>			
<b>Sl. No.</b>	<b>Category Name</b>	<b>Sub Category Name</b>	<b>Sub Category Description</b>
A.	CERTIFICATES [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	A1. CERTIFICATES	1. GST Registration No. 2. PAN No. and TAN No. 3. Income Tax return for last three years.
B.	COMPANY DETAILS [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	B1. COMPANY DETAILS 1	1. Certificates of incorporation and commencement of business highlighting registration details as is 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 (multiple page scanned file) and the file size should not be more than 1 MB]	C1. CREDENTIAL 1	1. Project Experience during the period of last 5 years
		C1. CREDENTIAL 2	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]

**Note: - Failure of submission of any of the above-mentioned documents will render the tender liable to summarily rejected.**

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the Bidder in the Declaration Folder of My Documents.

## **VI. Qualification Criteria:**

The Bidders must meet the following criteria:

- A. General Criteria:** As mentioned in Data Sheet
- B. Technical Criteria:** As mentioned in Data Sheet
- C. Financial Criteria:** As mentioned in Data Sheet

## **VII. Evaluation of Bid**

### **Opening of Bid**

- Proposals will be opened electronically from the website using Digital Signature Certificate.
- Decrypted (transformed in to readable formats) documents will be downloaded and handed over to the officials for evaluation.

### **Evaluation:**

- Cover (sub-folder) of statutory documents shall 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 tender will summarily be rejected.
- Scrutiny of proposal and recommendation thereafter will be made by the Bid Evaluation cum Tender Committee.

### **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 bidders will be uploaded in the web portals.
- During the process of evaluation, Bid Evaluation cum Tender 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.
- Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- If any information (false/ un acceptable) is received by Bid Evaluation cum Tender Committee after the Bidder has been qualified to receive the Request for Proposal, the Bid Evaluation cum Tender Committee reserves the right to reject the Bidder at that time or at any time after such information becomes known to Bid Evaluation cum Tender Committee.

**Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.**

DIRECTOR  
STATE URBAN DEVELOPMENT AGENCY

**Section B**  
**Terms of Reference / Scope of Work**

Specification of CCTV Camera for SUDA building and parking area

SI No.	Item Description	Make	Qty	Unit
1	2MP Network POE Dome Camera	Dahua or equivalent	13	Pcs
2	2MP Network POE Bullet Camera	Dahua or equivalent	3	Pcs
3	4 Port Network POE Swich with Uplinks	Dahua or equivalent	1	Pcs
4	8 Port Network POE Swich with Uplinks	Dahua or equivalent	1	Pcs
5	16 Channel NVR with Full HD resolution 265 Bit rate supportable audio Enabaled Sound	Dahua or equivalent	1	Pcs
6	4TB Surveillance HDD	WD	1	Pcs
7	32" TV for Monitoring	LG or equivalent	1	PCS
8	Installation & Commissioning	-	1	N/A

**Note:** The successful bidder will be required to survey the office building and identify suitable location to place the CCTV cameras so as to have maximum coverage of the common area and other locations which are required to be monitored.

**Special Terms & Condition:**

- i. No cost escalation will be entertained.
- ii. Defect Liability Period for this job is minimum **one year** from the successful date of completion of the work.
- iii. The Contractor will repair or replace of any defective part of the Supplied CCTV Surveillance System up to one year as and when required after 100% completion of the installation. All the items covered in the schedule of the requirements, shall be under one year Defect Liability Period, commencing from the date of completion of entire job.
- iv. The equipment or components, or any part, if so, found defective during warranty period, the contractor will remain liable to repair or replace immediately without any extra cost to the satisfaction of the ULB so that the entire CCTV Surveillance System remain uninterrupted.

• **PAYMENT SCHEDULE AND COMMERCIAL TERMS:**

<b>Sl. No.</b>	<b>Activities</b>	<b>Details</b>
01.	Completion Period	15 Days
02.	Payment Terms	<ul style="list-style-type: none"> <li>a) All payments will be made by the Director, SUDA.</li> <li>b) Payments to be released against the invoice as submitted by the Agency/ Bidder with a confirmation from authorized person of SUDA about the receipt of the same item conforming to all applicable quality parameters and specifications as laid down in this document and the contract as signed.</li> <li>c) Delay fine: 0.3% Penalty for delay beyond contract delivery period will be chargeable on pro rata basis per day for the number of days of delay on undelivered quantity.</li> <li>d) Price should be for inclusive of all taxes &amp; duties, GST.</li> <li>e) Payment will be made after successfully completion of supply &amp; installation in full quantity and in the specified locations and after approval of the authority.</li> </ul>

Sd/-  
DIRECTOR, SUDA

## **SECTION - C**

### **CONDITIONS AND REQUIREMENTS FOR BIDDING**

1. Any clarifications sought may be done in Pre-Bid meeting and thereafter incorporation / modification will be subject to discretion of Tender Inviting Authority.
2. Submission of Bid document will not be allowed beyond the schedule time indicated in the Tender document.
3. Any conditional Bid will be liable for rejection.
4. SUDA reserves the right to reserve or amend the Bid documents prior to the date notified for submission of the Bid or also to extend the time mentioned in the NIT under intimation to the bidders.
5. Bids, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting Authority reserves the right of rejection of any Bid, which may be found to be defective during the detail scrutiny.
6. SUDA reserves the right to accept or reject any or all of the Bids received or to relax any clause without assigning any reason thereof.

DIRECTOR  
STATE URBAN DEVELOPMENT AGENCY

**SECTION - D**  
**DEFINITIONS AND INTERPRETATIONS**

In the Tender, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

- a) Turnover = Difference between Gross receipts derived from services and non-operating receipts such as dividends and interest income.

DIRECTOR  
STATE URBAN DEVELOPMENT AGENCY

**Annexure – A**

**I. Qualification Application**

*(To be written on the letterhead of the Applicant)*

From:

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To

The Director,  
State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block,  
Sector III, Salt Lake City, Kolkata - 700106,  
West Bengal, India.

**Subject:** Supply and installation of Closed-circuit television (CCTV) system at SUDA building and parking area.

Sir/ Madam,

This is with reference to the tender dated ..... 2023 inviting proposal for Printing of Identity Cards (ID Card) with Card Holders, Clip & Ribbons for various Health Workers under Vector Control Management Plan-2023, in SUDA. As specified in the Tender notice, having examined the Statutory, non-statutory documents, I 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 proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as \_\_\_\_\_ (insert full name of Applying Agency).

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns.

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our Chief Executive Office (CEO) or any of our Directors/Managers/ employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

(a) Tender Inviting Authority/Bid Evaluation cum Tender Committee can amend / modify the scope of this project.

(b) Tender Inviting Authority/ Bid Evaluation cum Tender Committee can reject any or all bids without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I / We shall be glad to receive further communication on the subject.

Yours faithfully,

**Enclosure: As per requirement:**

Authorized Signatory

Date of Submission

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



## II. 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.

	2020-21 (Rs. In Lakh)	2021-22 (Rs. In Lakh)	2022-23 (Rs. In Lakh)	Average
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

### **III. Statement of Legal Capacity**

*(To be forwarded on the letterhead of the entity submitting the Proposal)*

Reference No. -----

Date: -----

To,  
The Director,  
State Urban Development Agency (SUDA)  
ILGUS Bhawan, HC Block, Sector III, Salt Lake City,  
Kolkata - 700106,  
West Bengal, India.

**Subject:** Supply and installation of Closed-circuit television (CCTV) system at SUDA building and parking area..

Sir,

This is with reference to the advertisement dated .....2023 inviting proposal Printing of Identity Cards (ID Card) with Card Holders, Clip & Ribbons for various Health Workers under Vector Control Management Plan-2023, in SUDA.

We have read and understood the contents of the Invitation for proposal and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the Tender notice.

We have agreed that \_\_\_\_\_ (insert individual's name) will act as our representative and has been duly authorized\* to submit the proposal.

Yours faithfully,

Authorised Signatory  
For and on behalf of (Name of the agency)

*\*Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

## **IV. Details about the Bidder**

### **A. Structure & Organization**

- 1.** Name of applying agency:
- 2.** Registered Office Address:  
Telephone No.:  
Fax No. :  
E mail#:  
Website:
- 3.** Kolkata Office Address:  
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.

## **V. Statement of any Indictment**

*(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)*

Date:

To,  
The Director,  
State Urban Development Agency (SUDA),  
ILGUS Bhawan, HC Block, Sector III,  
Salt Lake City, Kolkata - 700106,  
West Bengal, India

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)  
Seal of applicant Name:

Designation:

**VI. Detailed Project experience during the period of last 05 years along with work order copy**

<b>Sl. No.</b>	<b>Name of the Work</b>	<b>Organisation</b>	<b>Tendered Amount</b>	<b>Date of Work order</b>	<b>Date of Work Completion</b>	<b>Remarks</b>
1.						
2.						
3.						
4.						
5.						

**Annexure B - Financial Proposal Submission Form**

THIS IS TO BE SUBMITTED AS PER FORMAT PROVIDED ONLINE ONLY

**Bill of Quantities (BOQ):**

<b>Sl. No.</b>	<b>Name of the Work</b>	<b>Quoted amount</b> (Including GST & all other taxes and charges)
<b>01.</b>	Supply and installation of Closed-circuit television (CCTV) system at SUDA building and parking area.	<b>Rs. ....</b>

**Annexure C**

**Press Advertisement**

**State Urban Development Agency (SUDA),  
Municipal Affairs Department Government of West Bengal**

**‘INVITATION OF PROPOSAL’ FOR Supply and installation of Closed-circuit  
television (CCTV) system at SUDA building and parking area.**

**State Urban Development Agency (SUDA)**

(Urban Development & Municipal Affairs Department, Govt. of West Bengal)  
ILGUS Bhavan, HC - Block, Sector III, Salt Lake , Kolkata -106

**NOTICE FOR INVITING E-TENDER**

E-tenders are invited from Interested Bonafide bidders for Supply and installation of Closed-circuit television (CCTV) system at SUDA building and parking area as per the detail below:

**Tender ID No. Tender Ref. No.**

Last date of bid submission DD/MM/2023 at XX:00. Interested Bonafide bidders are requested to visit <https://wbtenders.gov.in/>.

**Sd/-  
Director, SUDA**

**Sd/-  
Director, SUDA**