

Notice Inviting e-Tender

for

Providing Computer Assistant at
Group-C Level & Peon at Group-D
Level at State Urban Development
Agency (SUDA) under
UD & MA Dept.(MA Branch)

Government of West Bengal

STATE URBAN DEVELOPMENT AGENCY
ILGUS BHAWAN,HC BLOCK,SECTOR-III,BIDHANNAGAR
KOLKATA-700 106,WEST BENGAL

NIT Memo No :SUDA/271/2017/1144

Date:20/12/2017

Section-A

➤ **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	20.12.2017
2	Documents download / sale start date (online)	20.12.2017 at 02:00 P.M.
3	Bid submission start date (online)	20.12.2017 at 02:00 P.M.
4	Bid Submission closing date (online)	05.01.2018 at 04:00 P.M.
5	Date & time of submission of Demand Draft against Earnest Money Deposit to The office of State Urban Development Agency(SUDA) , Kolkata. (offline)	08.01.2018 at 10 :00 A .M. to 04 :00 P .M.
6	Bid opening date for Technical proposal (Folder 1 : Prequalification documents and Folder 2 : Technical submission by bidder) (Online)	09.01.2018 at 02 :00 P .M.
7	Date of uploading list for Qualified Bidder in Technical Proposal	After evaluation of Technical Proposal
8	Date for opening of Financial Proposal (online)	To be notified later

Director, SUDA

SECTION - A

INSTRUCTION TO BIDDERS

A. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

A.1. Registration of Contractor:

Any contractor 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://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

A.2. Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

A.3. The contractor can search and download N.I.T., Tender Document(s) and Addenda & Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A.4. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

A.5. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A.5.1. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers(folders). A.5.1.1. **Technical Cover Containing the following documents:**

- (i) NIT (Downloaded from the e-Tender)
- (ii) Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T against the work and any other Documents.

5.1.2 **Financial Cover Containing the following documents:**

- i) BOQ

A.5.1.2. Non -statutory Cover Containing the following documents :

- (i) Professional Tax (PT) deposit receipt challan for the financial year 2016-17, Pan Card, ITR Acknowledgement for the Assessment year 2016-17, GST Registration Certificate with last Acknowledgement.
- (ii) Registration Certificate under Company Act. / Trade Licence as the case may be.
- (iii) Registered Deed of partnership Firm / Article of Association & Memorandum .
- (iv) Power of Attorney (For Partnership Firm / Private Limited Company) .
- (v) Valid bye laws , current Audit Report, Minutes of last AGM are to be submitted by the Registered Labour Co-Operative Society.
- (vi) Credential for completion of at least one similar nature of work having a magnitude of 50% of the Estimated amount put to Tender during the last 5 (five) years prior to the date of Issue of this N.I.T. is To be furnished. Scanned copy of Original Credential Certificate as stated in N.I T.

THE ABOVE STATED NON -STATUTORY /TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab **“Submit Non Statutory Documents ’ to send the selected documents to Non-Statutory** folder.

Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	<ul style="list-style-type: none"> 1. GST Registration Certificate & Acknowledgement. 2. PAN. 3. P Tax (Challan) (2016-17). 4. Latest IT Receipt. 5. IT-Saral for Assessment year 2016-17. 6. MSME registered Certificate & ISO Certificate on Manpower.
B.	Company Detail(s)	Company Detail -1	<ul style="list-style-type: none"> 1. Proprietorship Firm (<i>Trade License</i>) Section –B Form-II [Structure & Org.] 2. Partnership Firm (<i>Partnership Deed, Trade License</i>) 3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>) 4. Power of Attorney, Memorandum of Association and Articles of Association of the Company. 5. Company should have MSME registered & ISO certification on Manpower.
C.	Credential	Credential -1	<ul style="list-style-type: none"> 1. Similar nature of work(having a magnitude of 50 % (fifty percent) of the Estimated amount) done & completion certificate which is applicable for eligibility in this tender.
D.	Financial info		<ul style="list-style-type: none"> 1. Audited Balance Sheet & Profit & Loss A/c. for the last year just preceding the current Financial Year

A .5 .2. Tender Evaluation Committee (TEC)

A .5 .2 .1 .The Director, Deputy Director, Member/s of the Committee will act as Evaluation Committee for selection of technically qualified contractors.

A .5 .2 .2 .Opening & evaluation of tender:

If any contractor is exempted from payment of EMD , copy of relevant Government Order needs to be furnished.

A .5 .2 .3 .Opening of Technical Proposal:

Technical proposals will be opened by the Director, Deputy Director, Member/s of the Committee electronically from the website using their Digital Signature Certificate (DSC) .

A .5 .2 .4 .Intending tenderers may remain present if they so desire.

A .5 .2 .5 .Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened .

A .5 .2 .6 .Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A .5 .2 .7 . Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals .

A .5 .2 .8 . During evaluation the committee may summon of the tenderers & seek clarification / information 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.

A .5 .3 . Financial Proposal

A .5 .3 .1 . The financial proposal should contain the following documents in one cover (folder) i.e.Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ .

A .5 .3 .2 . Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

A .6 . Financial capacity of a bidder will be judged on the basis of working Financial Statement. If an applicant feels that his / their Working Capital from own resource may be insufficient, he / they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting / Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge / Employer.

The audited Balance sheet for the last year, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's **financial position , showing long term profitability including an** estimated financial projection of the next two years.

A.7. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and Audited Balance Sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

A.8. Rejection of Bid:

Employer 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 action** .

A.9. Award of Contract

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

The notification of award will constitute the formation of the Contract.

The Agreement in West Bengal Form No . 2911 (ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents . After receipt of Letter of Acceptance , the successful bidder shall have to submit requisite copies of contract documents along with requisite .of the concerned work within time limit to be set in the letter of acceptance .

Director
State Urban Development Agency (SUDA)

SECTION - B
FORM - I BID FORM

(Bidder are requested to furnish the Bid Form in the Format given in this section, fill in the entire form and submit on their respective Letterheads)

Ref. No: (Mandatory)

Date: (Mandatory)

Dear Sir,

Having examined the tender documents together with the corrigenda, subsequently issued, we, the undersigned, offer to undertake the job of "Providing Computer Assistant at Group-C Level & Peon at Group-D Level Personnel for SUDA under the control of Urban Development & Municipal Affairs Department (Municipal Affairs Branch), Government of West Bengal" as per the Tender No. dated

We agree to abide by this bid for a period of 12 months from the date fixed for Techno-Commercial bid opening and it shall remain binding upon us for acceptance at any time before the expiry of this period.

This bid, together with your written acceptance thereof and your order (PO)/notification of award (LOI), shall constitute a binding contract between us.

We understand that the WECS reserves the right to accept in full/part or reject any or all the bids received or split the order among the successful Bidder without any explanation to Bidder and its decision on the subject will be final and binding on Bidder. We also understand that the WECS is not bound to accept the lowest bid for placement of order.

We have given a Tender fee Rs. 10,000.00 (DD No _____ dtd_____ and EMD of Rs. 50,000.00 (DD No_____ dated _____ on _____/A Bank Guarantee Ref. _____) along with our bid.

In the event that we are awarded the LOI, we shall provide a bank Guarantee of 10 % of the job value as Performance Bank Guarantee valid for 60 days + the maximum contract period.

Dated, thisday of (month), 20.....

Signature

.....
(In the capacity of)
Duly authorised to sign the bid for and
on behalf of (Name and Address of the
Bidding Company)

(Affix Official Seal/Stamp)

S E C T I O N - B
F O R M - II
D E T A I L S O F T H E B I D D E R

Name of Organisation	:	
Office Address	:	
Telephone no.	:	
Email ID	:	
Fax No	:	
Contact Person Name	:	
Designation	:	
Mobile no:	:	
Email ID:	:	
Date of Incorporation	:	
Audited Annual Report for last 3 years	:	
GST Enrollment Details	:	
PF Registration Certificate	:	
ESI Registration Certificate	:	
PAN Number	:	
Declaration about conforming to specifications/ formats / Scope of Work as mentioned on the technical specification list attached as Scope of Work.	:	

Dated, thisday of (month), 20.....

Signature

.....

(In the capacity of)

Duly authorised to sign the bid for and on
behalf of (Name and Address of the Bidding
Company)

(Affix Official Seal/Stamp)

SECTION-B
FORM - III
EXPERIENCE PROFILE

Name of the Firm:

List of projects completed that are similar in nature to the works executed.

Sl. No.	Customer's Name	PO No. and Date	Value in Rs.	Date of Successful Completion of the job	Completion Certificate issued by Customer

Note:

- i. Certificate from the Customers to be attached
- ii. Non-disclosure of any information in the Schedule will result in disqualification of the firm

Dated, thisday of (month), 20.....

Signature

.....
(In the capacity of)
Duly authorised to sign the bid for and
on behalf of (Name and Address of the
Bidding Company)

(Affix Official Seal/Stamp)

SECTION-C

Requirement of Personnel & Eligibility Criteria

Sl. No.	Name of the post	No. of Persons required	Qualifications & Experience
1	Computer Assistant at Group-C level	07	<u>Essential</u> : H.S. with certificate course in computer. <u>Desirable</u> : Preferable Graduate with an experience in office work and having computer literacy. {MS-Word, Excel, Power Point, Accounting Software}
2	Peon at Group-D level	06	Preferably Madhyamik or equivalent. Experience in office work in similar job is preferred.
Total :		13	

SECTION-C

TERMS & CONDITIONS

1. Bid submission closing date on 05.01.2018 at 2.30 p.m.
2. The rate quoted by the agency for each category should not be less than the prescribed minimum wages maintained in the circular of this office of Finance Department, GoWB. Copies of Registration Certificates issued by competent Authorities in this regard are required to be submitted along with the tender.
3. The persons placed in this office by existing manpower placement agency shall be given first preference while recommending the person for this office.
4. Experience certificate shall be furnished.
5. Administrative and other Charges shall be mentioned separately.
6. The agency shall submit the bill to this office on monthly basis.
7. The tender should be accompanied with a bank draft amounting Rs.10,000/- (Rupees ten thousand) in favour of Director, State Urban Development Agency as earnest money which will be refunded to unsuccessful bidder. The draft should be drawn on any nationalised bank payable at Kolkata.
8. Bank Guarantee of Rs.50,000/- (Rupees fifty thousand) shall be furnished by the selected Service Provider.
9. Under no circumstances this office entertains any claim towards the wages and other facilities of the personnel.
10. The contractor shall be liable to pay monthly wages at the rate of daily wages whose wages are not regulated by any of the statutory provision like minimum wages Act. etc. to the persons deputed here within 3rd of working day of the next month.
11. All the personnel shall be liable to maintain the healthy environment, peace and the code of conduct of this office.
12. The agency shall be liable for any damage of the property of this office by the personnel placed by them.
13. The personnel are liable to discharge the duties as per order of the Head of Office or any person authorised by the Head of Office.
14. This office with a prior notice of seven days shall make discontinuation of the service of any personnel.
15. The agency shall be liable to place the similar personnel with the same rate, and Terms & Conditions, if required, during the period of contract.
16. The selected agency has to enter a separate agreement with SUDA.
17. Contract shall be terminated by either of the parties after serving two month's notice.
18. The undersigned may reject anyone or all tender without assigning any reason thereof.

Director, SUDA

SECTION - D
PRICE BID

Bidders have to submit the Price Bid (ON-LINE) in the format uploaded in the Website.

B o Q 1 : (D o n o t E n t e r t h e d a t a , E n t e r i n E x c e l f o r m a t o n l y)

Sl. no.	Description	Qty	Fixed Monthly Remuneration including PF,ESI etc to be disbursed	Bidder Will have to provide only 1 Month average Service Charge for 1 person
1	Computer Assistant at Group-C level	7		*****
2	Peon at Group-D level	6		

Note:

- ☒☒ Bidder should provide Only Average Service Charge for one person per month.
- ☒☒ WECS will decide the number of manpower to be supplied. It may increase or decrease.
- ☒☒ Quoted Service Charge should be exclusive of all taxes.
- ☒☒ If salary of the employee increases, service charge will remain same for L1 bidder for 12 months from the start date of providing the service.
- ☒☒ L1 bidder must ensure employees are getting revised salary (if revised by WECS).