

West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under Registration of Societies Act 1961, Registration No.S/IL/17726 of 2003-04)

RGPSA Cell of WBSRDA under the P&RD Department

Joint Administrative Building, 9th Floor, HC-7, Sector-III, Bidhannagar, Kolkata-700 106

No.1047/SS/RGPSA/2014

Dated: 15.12.2014

Notice Inviting Expression of Interest

[EOI No: WSRDA/RGPSA/N-1 dated 15.12.2014]

The West Bengal State Rural Development Agency (WBSRDA) under the Panchayats & Rural Development Department, Government of West Bengal, is implementing the Centrally Sponsored Programme of the Government of India named Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) as the executing authority. The goal of the Programme is to strengthen the 3-tier Panchayati Raj system through a wide range of interventions approved by Government of India. One of the objectives of RGPSA is to provide additional administrative and technical support to all the Gram Panchayats across the State through trained technical manpower named Computerized Accounts Assistant in addressing critical gaps in maintenance of computerized accounts and providing improved service delivery to the rural citizens.

The WBSRDA now invites Expression of Interest (EOI) for selection of consultative service from experienced consultancy firms for deployment of Computerized Accounts Assistants @ one in each Gram Panchayat on yearly contract basis under the 'Technical and Administrative Support' component of RGPSA.

The Scope of Work in Brief

1. The consultancy firm engaged through this EOI by the WBSRDA will be required to deploy one Computerized Accounts Assistant in each Gram Panchayat initially for one year to be remunerated by the Gram Panchayats concerned through the WBSRDA. The term of deployment may be extended on the basis of performance of the incumbents, continuation of the programme and discretion of authorities in the WBSRDA.
2. The consultancy firm will deploy suitably trained personnel for the purpose, in keeping with the terms and conditions relating to the responsibilities to be discharged by the said personnel, consolidated monthly remuneration, terms of leave and other benefits to be given to them, rules in the matter of conduct & behaviour, contractual conditions of service etc.
3. The consultancy firm shall impart a special training of two weeks' duration initially to the personnel in consultation with the WBSRDA and one week's refresher training after six months (since then one week's refresher training twice a year in the event of extension as aforesaid) at the cost and management of the consultancy firm on application of Gram Panchayat Management System (GPMS), computerization of panchayat accounts, IT-based delivery of services to the rural citizens etc. to the satisfaction of the WBSRDA.
4. To coordinate with the WBSRDA, such district authorities as may be specified and Gram Panchayats in this regard, maintain database of the personnel deployed by the consultancy firm for the purpose, provide the WBSRDA with all necessary details and maintain such data and records as may be required.
5. To ensure that the personnel so deployed by the consultancy firm shall work diligently at the Gram Panchayats on full time basis on all the working days and even holidays as per requirement of the Gram Panchayats where they are to be deployed.
6. To look after the welfare of the personnel so deployed and ensure good working conditions and standards.
7. In case any adverse report is received from the Gram Panchayats concerned about any such personnel or in case any such personnel leave the assignment or abstains from duty owing to any reason whatsoever or in case of any other unforeseen contingency, the consultants shall replace her/him/them with suitable personnel in consultation with the WBSRDA.
8. The responsibility of the consultancy firm will be to provide the above-mentioned service to the WBSRDA including mobilization, deployment, training & refresher training, maintenance of database, coordination and any other service that may be required by the WBSRDA for effective management of this initiative. The consultancy firm shall quote rate of service charge (inclusive of all taxes and Government liabilities) only per personnel for the services mentioned before and also the terms and conditions mentioned hereinafter.

The number of such personnel required initially is around 3000 and may go up to 3349 i.e. the total number of Gram Panchayats in the State in due course.

The required academic qualifications and experience for the above-mentioned personnel will be as follows:

- Bachelor degree in any discipline with hands on knowledge and experience in Computer application or Higher Secondary pass in Commerce stream with hands on knowledge and experience in Computer application.
- Skills in computer application in management of computerized.

Higher academic qualifications and experiences in the field will be given preference.

Contractual gross remuneration payable to each personnel by the Gram Panchayat concerned will be Rs.9500/- per month for rendering service to the Gram Panchayat concerned, attending the Gram Panchayat on all working days on full time basis, following to the terms and conditions to be approved by the WBSRDA.

Interested consultancy firms may apply for participation before the undersigned along with necessary documents in respect of following eligibilities and credentials:

1. PAN
2. Rich experience in providing similar services to Government Organizations, preferably West Bengal Government and Organizations under it.
3. ISO or other quality certifications.
4. PF/ ESIC Registration with latest challan.
5. Shops and Establishment Registration.
6. Service tax Registration.
7. Minimum average turnover of Rs.2 crores in the last 3 years.
8. Labour Welfare fund registration.

Participant may download free of cost the offer-document containing this notice and necessary two nos files viz "Technical Proposal" and "Financial Proposal" from Web of All papers including terms & conditions / work details / tender forms etc. will be uploaded in the website of WBSRDA i.e. www.pmgstenderswb.gov.in within 15.00 hours on 05.01.2015. Willing bidders will have to download the same on and from 15.12.2014 from 18.30 hours to 05.01.2015 up to 13.00 hour. Tender (both Technical Bid and Financial Bid) are to be uploaded in the website up to 15.00 hour of 05.01.2015 through e-tendering by applying Digital Signature Certificate (D.S.C.) of tenderers as per the time schedule. The Technical Bid will be opened on 06.01.2015 at 10.30 hours in presence of those tenderers who may remain present at the time of opening or if they so desire, tenderer may send their authorized persons during the time of opening (not more than one person for each tenderer). Authorized officers will open the e-tender by their D.S.C. Interested parties are requested to go through the terms & conditions and other related papers and to submit the tender with all relevant papers as mentioned in the terms & conditions within the specific date as mentioned above. Before submission of the tender the bidder should register their name in our website www.pmgstenderswb.gov.in as bidder free of cost and should upload non sensitive documents in the 'my documents' allotted to the bidder. The bidder should attach 'my documents' folder along with technical folder of the tender.

Non-refundable Rupees 15000/- toward the cost of bidding documents and processing fees will have to be deposited either through RTGS or NEFT in the State Bank of India in the Account No 11143673879 in favour of "WBSRDA A/c PMGSY Administrative Expenses Fund" IFSC No. SBIN0014524 through RTGS/NEFT/CBS System only and Earnest Money Rupees 1,00,000/- shall have to be submitted in the Union Bank of India in the Account No 11143673879 in favour of "WBSRDA A/c Earnest Money" IFSC No. UBIN0530182 through RTGS NEFT/CBS System only Before submission of the tender and the scanned copy of the bank challans must be submitted in the Bidders file number 1 of the technical proposal. The Engaging Department shall shortlist all the participants who secure the minimum required marks of 60%.WBSRDA is not binding to accept lowest price offer and has every right to cancel/reject offer(s) and terminate/revoke the selection process at any state in exigency to Public Interest.

The EOI is scheduled as follows:

Sl. No.	Particulars	Date & Time
i.	Date of uploading of e-NIT Tender Documents (online) (Publishing date)	15 December 2014 at 17.30 hours
ii.	Document download to participate in e-Tender start date (online)	15 December 2014 at 18.00 hours
iii.	Both Technical and financial bid submission starting date (Online)	15 December at 18.30 hours
iv.	Document download to participate in e-Tender closed date (online)	05 January 2015 at 13.00 hours
v.	Both Technical and financial bid submission closing date (Online)	05 January 2015 at 15.30 hours
vii.	Date of opening of technical Proposals (Online)	06 January 2015 at 10.30 hours
viii.	Date of uploading of list of technically qualified bidders (online)	06 January 2015 at 13.00 hours
ix.	Date of opening of financial bid (Online)	06 January 2015 at 16.00 hours
x.	Date of uploading of list of bidders along with the rates through (online), also if necessary for further negotiation through (offline) for final rate.	06 January 2015 at 16.30 hours

The WBSRDA will not be responsible for any traffic congestion or failure of servers during the submission of the tenders. Bidders must submit the tenders considering all these aspects.

The authority reserves the right to cancel/accept all/any application without assigning any reason whatsoever; no claims in this regard will be entertained.

Sd/-
Additional Chief Executive Officer, WBSRDA &
OSD & EO Special Secretary to the
Government of West Bengal