



NOTICE INVITING PRE-QUALIFICATION -CUM -TENDER (TWO COVER SYSTEM) FOR

**Housekeeping Arrangement (Sweeping & Cleaning) of Office Building Mrittika Bhavan
at Plot no-18/9, Block-DD, Sector-I, Kolkata-700064
(E-Procurement)**

NIT No. 06/2023-24

Dated 30.05.2023

Sealed tenders are invited by The Administrative Secretary, WBCADC, in two fold Envelope system (i.e. Techno Commercial Bid & Price Bid) from the bonafide, experienced, reputed & eligible Firms/Companies/Individual Housekeeping Agencies for supply of Manpower for Housekeeping Mrittika Bhavan at Plot no-18/9, Block-DD, Sector-I, Kolkata-700064, for a period of 01(One) year, in sealed percentage rate e- tenders up to **18:30Hours on 15.06.2023**. Pre-qualification Bid to be submitted in a separate sealed cover comprising of technical document along with scanned copy of Earnest Money in a separate file. The financial bid document with Bill of Quantity in another sealed cover are to be uploaded by the intending bidder who satisfy the terms and conditions set out in pre-qualification document and having registration in e-Procurement portal (www.wbtenders.gov.in). The tenders shall be available for viewing in our website (www.wbtenders.gov.in) on **01.06.2023 from 10:00 Hours**

.1.

Name of The work	Annual Estimated Amount (Rs.)	Earnest Money (Rs.)	Tenure of Work
Housekeeping Arrangement (Sweeping & Cleaning) of Office Building Mrittika Bhavan at Plot no-18/9, Block-DD, Sector-I, Kolkata-700064	14,11,500.00	31000.00	01(one) Year

2. The site is located at Mrittika Bhavan Address- Plot no-18/9, Block-DD, Sector-I, Kolkata-700064. Intending bidders may download e-tender documents from e-procurement portal of our website www.wbtenders.gov.in from **01.06.2023, 10:00 Hours to 15.06.2023 up to 18.30 Hours**. The pre-qualification and bid documents duly filled and digitally signed in all respect may be submitted on-line through our e-portal up to **18:30 Hours** (as per server clock) on **15.06.2023**. WBCADC does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bidding.

Prospective bidders have to submit their bid on-line through <http://etender.wb.nic.in>. Earnest Money should be submitted through E-Portal of E-Tender.

3. The pre-qualification documents alone will be opened on **19.06.2023 at 10:00 hours** by authorized representative of the Administrative Secretary, WBCADC, in presence of the bidders who choose to be present.

4. a) Names of the technically qualified bidders on the basis of information furnished in the check list and in "My Document" uploaded by concerned bidders after verification of the same will be displayed in the portal and this office notice board subject to completion of verification and technical evaluation.

b) The financial bid documents of the technically qualified bidders will be informed later on in the website subjected to completion of technical evaluation and verification of original document. No separate intimation will be given for this.

5. Tender documents shall consist of:-

- a. This Notice Inviting Tender hereinafter will be referred to as the Tender Notice.
- b. Instruction to Bidders (SECTION-A).
- c. Pre-qualification application [(SECTION-B), Form -I].
- d. Affidavit ("X") (SECTION-B).
- e. Structure and organization of the bidder.(Section-B),(Form-II).
- f. General Instruction to Bidders (Section-C).
- g. Scope of Work (SECTION-D)
- h. Financial Bid Document (Section-E).
- i. B. O. Q (Bill of Quantities- Financial proposal in excel format).

6. Eligibility criteria for participation in the tender.

6.1 The agency should have minimum three years' experience in providing Housekeeping Personnel services consecutively in the Government Departments / Public Sectors (Central or State) / at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document.

6.2. i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the Annual estimated amount put to tender executed/provided during 5(five) years prior to the date of issue of this tender notice; or

ii) Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the Annual estimated amount put to tender executed/provided during 5(five) years prior to the date of the issue of the tender notice;

Note- Documents as Required for participating in this Tender have been mentioned in under-SECTION-A, INSTRUCTION TO BIDDERS, A.4.1. Technical Proposal. The Successful Agency shall be solely responsible for timely payment (e.g. within 10th day of next month) of monthly wages as per minimum wage rules framed by the Labour Deptt, Govt. of West Bengal.

6.3 Any exemption of the documents as required in this tender from the intending bidders should be supported by the valid Govt. order of Finance Department, Govt. of West Bengal.

7. The Successful Agency will have to take up the work as directed by the Competent authority within 7 (seven) days from the date of receipt of work order from the concern authority failing which the department will have the every right to take appropriate action in this regard. The decision of the concern authority in this respect would be final and binding to the contractor. In case the agency fails to commence the work within the specified time of 7 (seven) days from the date of issue of work order, concern authority has the right to terminate his tender and cancel the work order along with forfeiture of earnest money deposited by him.

8. a) **No mobilization advance and advance against purchase of materials/ equipments will be paid for the work**

8b) **No secured advance will be paid for the work under any circumstances.**

9. No interest on earnest money deposited by the tenderer will be allowed under any circumstances.

10. No claim, whatsoever, for delaying of payment, if any will be entertained. Bidders should consider the same during submission of their offer.

11. **Conditional /incomplete tender will not be accepted under any circumstances.**

12. Bids shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Financial 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.

13. 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 and action may be taken like forfeiture of the Earnest Money, Black Listing from Future Works etc. against the concerned bidder.

14. The undersigned, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

15. Before issuance of the work order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances and action may be taken like forfeiture of the Earnest Money, Black Listing from Future Works etc against the concerned bidder

16. **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) General Instruction to Bidder

d) Technical Bid and

e) Financial Bid

17. **Regarding imposition of different clauses as per terms of contract, the undersigned will play the role of Officers narrated in enclosed tender form.**

18. **As there is no provision for Pre-bid meeting in the NIT, all doubts/queries (if any) may be sent in wbcadc.engg@gmail.com for clarification or intending bidders may contact Engineering Section of this office at the above cited address within the bid submission period (Contact Nos. 9432489274/ 9433321437).**

19. **Qualification Criteria:**

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

(a) Financial Capacity

(b) Technical Capability.

(c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be rejected at any stage without any prejudice.

20. No. price preference and other concession will be allowed to any bidder.

21. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in "instruction to bidders" stated in Section – 'A' before tendering the bids.

22. Refund/Settlement Process for EMD:

- i. After opening of his/her bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the on-line EMD transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Tender Inviting Authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his/her bank account from which he/she had made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.
- v. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.
- vi. All refunds will be made mandatorily to the Bank account from which the payment of EMD was initiated.

If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority

23. In case of successful tenderer, the deposited earnest money will be converted as Performance security and shall retain up to tenure of the contract and will be refunded to him as per relevant clauses of this NIT from the office of the undersigned.


24. It must clearly be understood that the value of work and quantity of works as indicated in Sl. No. 1 and in the departmental schedule (S.O.Q.) are approximate only and may be appreciably decreased/increased at the desires of the project authority during the actual execution. The contract shall remain unaffected by such deviation.

25. Canvassing in connection with the tender is strictly prohibited and the tenderer who resorts to this will render his tender liable to rejection.

26. Tenderers should also study carefully the content of N.I.T. and other tender documents before submission of the tender in order to be conversant with the provision stipulated in the N.I.T., Tender form, Special terms & conditions, technical specification etc. Subsequent ignorance of terms and conditions of the N.I.T. and other tender documents shall not constitute a ground for preferring a claim of any nature.

27. Taxes will be deducted from the Running/Final bill as per norms in vogue.

28. This N.I.T. shall form a part of the contract document.


Administrative Secretary
WBCADC

Date- 30.05.2023

Memo no. 100/039/01/02/Part/ (House Keeping)/1350 /1 (5)

Copy forwarded for information and necessary action to: -

1. In-Charge, Engg. Cell, WBCADC (HQ), Kol-64
2. In-charge, Accounts Section, WBCADC, Kolkata-64
3. Convener, WBCADC Hd. Qrs Tender Committee
4. Office Notice Board WBCADC, Hd. Qrs.
5. P.A. to the Administrative Secretary, WBCADC, Kol-64


Administrative Secretary
WBCADC