

**OFFICE OF THE  
DISTRICT MAGISTRATE & COLLECTOR**

**SOUTH 24 PARGANAS**

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027

*District Mission Management Unit (Sanitation Cell)*

New Administrative Building, 2nd Floor

E-mail - dmumucell.s24pgs@gmail.com



Memo No: 3187/MNB/2022

Dated: 14/11/2022

**NOTICE INVITING ON LINE TENDER (e-TENDER) NO: SPG/MNB-135/2022**

Name of Scheme: Maintaining of Proper Sanitization Work at Point wise location during Ganga Sagar Mela 2023 from 09.01.2023 to 18.01.2023.

**SCHEDULE OF IMPORTANT DATES OF BIDS**

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	<u>14/11/2022 at 2.00 pm</u>
Document download start date & time	<u>14/11/2022 at 2.30 pm</u>
Document download end date & time	<u>01/12/2022 up-to 2.00pm</u>
Pre-bid meeting in the room of the office of the District Magistrate, South 24 Parganas	25/11/2022 at 11.00 a.m.
Bid submission start date & time	<u>14/11/2022 at 2.30 pm</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>01/12/2022 up-to 2.00pm</u>
Date & Time for submission of original documents by the bidder	<u>02/12/2022 at 11.00 a.m.</u>
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (Infrastructure), South 24 Parganas	<u>05/12/2022 at 2.00pm</u>
Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (Infrastructure), South 24 Parganas	<u>07/12/2022 at 2.00pm</u>
Validity of bid	<u>180 days</u>
Completion Period of the work	<u>09.01.2023 to 18.01.2023</u>
Maintenance Period	<u>0 days</u> after the date of completion of works.

On behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (Infrastructure), South 24 Parganas invites online percentage rate tender (e-Tender) in **TWO BID SYSTEM** for the works from reliable, resourceful, bona-fide and experienced firms / companies / contractors having requisite financial capability and sufficient relevant work experience. The details are given below:

Name of work	Maintaining of Proper Sanitization Work at Point wise location for Stalls, Accommodation, Vehicles, Luggages, Vehicles, Small Vehicles, Vessels, launches and Burges etc. of this district during Ganga Sagar Mela 2023 from 09.01.2023 to 18.01.2023.
Location of Work	<ol style="list-style-type: none"> <li>a. Outram Ghat</li> <li>b. Kashinagar</li> <li>c. Kachuberia, kachuberia-1 bus stand, Kachuberia-2 bus stand &amp; Kachuberia-3 bus stand</li> <li>d. Kakdwip Lot-8 Point</li> <li>e. Namkhana Point</li> <li>f. Benuban and Chemaguri</li> <li>g. Sagar mela Point</li> <li>h. Mela ground &amp; Mela Office</li> <li>i. Chemaguri Bus stand</li> </ol>
Scope of Work	<p><b><u>Areas of application:</u></b></p> <ul style="list-style-type: none"> <li>• Proper Sanitization of stalls, accommodation, vehicles, luggage's etc. to be done at regular interval on daily basis</li> <li>• Deployment of Manpower, Sanitizers, Sprayer &amp; all other accessories &amp; any other expenses will be on the part of agency.</li> <li>• Proper sanitization at all utility areas.</li> <li>• Proper method to be adopted for maintaining of proper sanitization following proper scientific processes.</li> <li>• Proper sanitization of vehicles to be done after every trip for both interior &amp; exterior portion for Berge, Vessel, Boat, Bus, truck &amp; other Small vehicle. Approx. 1200 nos of buses &amp; mini buses, 100 nos of small vehicles, 03 nos of Burges, 20 nos of Vessels &amp; 100 nos of launch/boats to be sanitized on regular basis after completion of each trip at various locations mentioned above.</li> <li>• The temporary accommodation units to be sanitized properly for both interior and exterior portion at all Points &amp; Mela Complex. Approximate area of temporary infrastructure (Hogla Hut Theme, Swiss Tent, Executive Suit, Officers Dormitory, Pilgrim Hanger, Muri Ganga-1 GP shed &amp; others) may be around 10,00,000 sq feet. In spite of the above-mentioned infrastructure 19 permanent room, 7 tent, 1 VIP transit facility, 1 dormitory hanger, 5 permanent cottage, 5 hotels, 2 VIP Hogla tent, 23 number of temporary shed (Police shed, Fire Brigade, Hospital, WBSTC etc.) luggage's, all utility areas &amp; different buffer zones are also to be sanitized properly at regular intervals on daily basis during Ganga Sagar Mela 2023.</li> <li>• Permanent structure including Mela Office, District Magistrate Bungalow &amp; Additional District Magistrates Bungalows, Circuit House, Temple Premise, VIP Accommodations, Staffs accommodation premises to be sanitized regularly.</li> <li>• Manpower &amp; mobilization cost must be included.</li> <li>• Dilution ratio must be 1:23</li> </ul>
Estimated Cost of work	Rs. 22,13,705.00 (Rupees Twenty-Two Lakh Thirteen Thousand Seven Hundred Five) only.
Contract Period	09.01.2023 to 18.01.2023
Security Deposit against work	<b>1% of Work Value</b>

<p><b>Bid Inviting Authority</b></p> <p><b>TECHNICAL BID</b></p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p><b>*SIMILAR NATURE OF WORK:</b></p> <p><b>CREDENTIAL CERTIFICATE in the form of completion certificate issued by the Executive Engineer or equivalent or competent authority of a state / central government, State/ Central Government undertaking, Statutory / autonomous bodies constituted under the Central / State Statute, on the executed value of completed / running work will be taken as credential. Credential should be in the name &amp; style of the intending bidder only. Completion certificate should mention the work order no. &amp; date, Name of the work, work order amount, payment made, completion period &amp; completed satisfactorily or not etc. Credentials documents of Gram Municipality / Panchayat will be acceptable, if such certificates authenticated by the Executive Officer/Joint Executive Officer of the Panchayat Samity.</b></p> <p><b>TURN OVER:</b> Audited Balance Sheet shall have to be produced in support of the turn over claim for the last Financial year</p> <p><b>NOTE:</b> Original documents will be verified only in case of doubt and complaint</p> <p><b>IMPORTANT:</b> If the bidders do not upload these requisite documents in the e-tender portal, they will summarily be rejected during evaluation. If anyone found to be submitting false or manufactured credential, then the bidder may be black listed or prevented from participation.</p>	<p><b>Additional District Magistrate (Infrastructure), South 24 Parganas</b> on behalf of the District Magistrate, South 24 Parganas</p> <p><b>CREDENTIAL:</b></p> <p>1. <b>CREDENTIAL/EXPERIENCE:</b> Intending bidders should produce credentials of completion of a 'similar nature of work'* having minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>OR</b></p> <p>Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 40% of the estimated amount each put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>OR</b></p> <p>Experience in controlling similar work in big events organized under West Bengal Government will be preferred.</p> <p>2. <b>TURNOVER:</b> <u>Average Audited Annual Turn Over</u> for the last Financial Year should be equal to or more than 60% of the total estimated amount put to tender.</p> <p>3. <b>NON STATUTORY DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>Valid Trade License</li> <li>Income Tax return for the latest financial year</li> <li>GST Registration certificate</li> <li>Professional Tax Return for the latest financial year (If applicable)</li> <li>Audited Balance Sheets of last Financial year</li> <li>Pan Card photo copy.</li> </ol> <p>4. <b>OTHER DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not blacklisted</li> <li>Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender</li> <li>Power of Attorney if any</li> </ol> <p>Labour Cooperative Societies &amp; Unemployed Engineers' Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</p>
---	--

Earnest Money Deposit:	<p>Necessary Earnest Money [2% of Tender amount] will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal [<a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name (ICICI Bank) &amp; IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.</p> <p>(Three State Government Enterprises viz. "Mackintosh Burn Limited.", "Westinghouse Saxby Farmer Limited", and "Britannia Engineering Limited", are exempted from deposit of earnest money for participation in tender vide Order No. 430(3)-W(C)/1M-208/15 dated 31.08.2015 of the Joint Secretary, P.W. Department, Works Branch, Govt. of West Bengal subject to the condition that they will furnish Security Deposit, if selected in the tender.)</p>
Bid Document	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
Technical Bid Evaluation	<p>The Technical Bid will be evaluated by the tender evaluation committee chaired by Additional District Magistrate (Infrastructure), South 24 Parganas. Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority. Only the technically qualified bidders can advance for Financial bid.</p>
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	07/12/2022 at 2.00pm
Financial Bid	Percentage Rate shall have to be quoted in the Financial Bid as " _____% above or _____% less". Inclusive of taxes.
Validity of Bid	180 days

<p>E-Tender registration and bidding</p>	<p><b><u>ONLINEBIDS:</u></b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating e- tenders are requested to contact the representatives of NIC for registration, computer setting and clarification one-tendering.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a></li> <li>• <b><u>ONLINE BID SUBMISSION:</u></b> The Bidders are required to submit the Technical and Financial Bid documents <b>ONLINE</b> i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</li> </ul>
<p>Important Instructions</p>	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] &amp; evaluation will be displayed in the e- portal, this office notice board and official website by the tender evaluation committee.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published on the next day after opening. Bid inviting authority of South 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons what so ever.</li> <li>• All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.</li> <li>• The intending bidders are requested to inspect the work site before quoting their rates.</li> <li>• All workers must be sensitized about COVID-19 protocols and should be double vaccinated.</li> </ul>

## INFORMATION TO THE BIDDERS

### (ITB)

#### Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <http://wbtenders.gov.in> The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

#### Online Bid submission procedure

**Registration of Contractor:** Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

**Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

**Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <http://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:** Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

**Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in the bid document.

#### A. Technical Bid:

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2 (two)** covers (folders),

**Cover A-All Statutory and non-statutory Cover file Containing mandatory documents**

All the documents as given under **TECHNICAL BID**

**Note:** Failure of submission of any of the above-mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

#### B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the through online mode only in the space marked for quoting percentage rate in the **Bill of Quantities (BOQ)**. Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

**PAYMENT:**

Payment against the bill claim subjected to verification by the competent authority will be made on availability of fund.

EMD of the successful bidder may be adjusted against the bill claim while making payments.

The Payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

The mode of Payment of the bills are given below:

- Upto 5 lakhs of Estimated amount: No RA bill will be entertained.
- Upto 10 lakhs but not less than 5 lakhs: Only one RA bill will be entertained.
- Upto 50 lakhs but not less than 10 lakhs of Estimated amount: Maximum three bills including final bill.
- More than 50 lakhs of Estimated amount: Maximum four bills including final bill.

**Security Deposit** money will be returned after one month after completion of work

1% Cess under W.B. Building and other Construction workers (Regulation of Employment & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.


**Other Terms and conditions: -**

1. The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated by the bid inviting authority.
2. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.
3. The Bid inviting authority reserves the right to terminate the contract by giving one-month notice to the agency in case if any deviation from the norms or any non-compliance.
4. The entire work shall be completed within the time frame given in the work order. Any deviation in work completion period will invite penalty of 1-5% on the value of pending work. The Bid Inviting Authority is empowered to impose such penalty by obtaining a report from engineers.
5. Time extension on completion of work shall not be given in ordinary circumstances. Bid inviting authority is empowered to decide on time extension only after making proper assessment through a team of officials in an extraordinary circumstance like land dispute, natural calamity or similar situation.

6. Bid Inviting Authority shall moot a proposal for Black listing or prohibition of any contractors' participation for a period of one year for blatant violation of tender norms or for vitiating tender process.
7. **Agreement:** Model agreement document shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.
8. **Withdrawal of bid:** None of the bidder shall be allowed to withdraw the bid once submitted. If any bidder attempts to withdraw bid at any stage of the bidding process or decides to withdraw after issuance of work order, then the EMD shall be forfeited and process shall be initiated for either black listing the bidder or prohibiting participation in any tenders for a period of one year.
9. Negotiation with L2 bidder is prohibited.
10. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1<sup>st</sup> call only.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the tender process will be viewed seriously and the tender committee will take necessary action to initiate process for black listing them.


 Additional District Magistrate (Infrastructure)  
South 24 Parganas

Memo No: 3127 / MNB / 2022 / 1(A)

Dated: 14 / 11 / 2022

Copy forwarded for necessary action to:

1. The District Magistrate, South 24 Parganas for displaying the e-NIT in his office.
2. The Additional District Magistrate (General) & Mela Officer, South 24 Parganas.
3. The Nazareth Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board.
4. DIA, South 24 Parganas Zilla Parishad with a request to upload & publish the e-NIT in the Website (<http://wbtenders.gov.in>) and publish the notice in the District Website.
5. DICO, South 24 Parganas with a request to publish the brief advertisement about the e-NIT in the local newspaper(s).
6. CA to DM, South 24 Parganas for placing the notice before District Magistrate.
7. CA to ADM (General), South 24 Parganas for placing the notice before ADM.

 Additional District Magistrate (Infrastructure)  
South 24 Parganas