

**OFFICE OF THE  
DISTRICT MAGISTRATE & COLLECTOR  
SOUTH 24 PARGANAS**

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027  
Phone: 033-2449 9944 / 2479 1694, Fax: 033-2448 7871  
Email: dm.south24parganas@gmail.com, dm-ali@nic.in



Memo No. 575 /NZ/G.S.Mela-2022

Date: 8 / 10 / 2021

**NOTICE INVITING ONLINE TENDER (e-TENDER) NO: QSF/NZ-02/255**

Name of Scheme: 'COVID-19 RELATED INTEGRATED SANITIZATION WITH CLEANLINESS MANAGEMENT & RELATED FACILITY SERVICES' (sanitization with housekeeping (including sanitation management) / Hospitality Management / Cleanliness Management / Security Management / Others Facility) at Sagar Mela Point in connection with Ganga Sagar Mela-2022 & Pre-Visit of Ganga Sagar Mela-2022.

**SCHEDULE OF IMPORTANT DATES**

<b><u>PARTICULAR</u></b>	<b><u>DATE &amp; TIME</u></b>
Date of Publication of E-NIT	<u>09</u> / <u>10</u> / <u>21</u> at 18 hrs
Documents download start date & time	<u>09</u> / <u>10</u> / <u>21</u> at 18.30 hrs
Document download end date & time	<u>26</u> / <u>10</u> / <u>21</u> at 14 hrs
Bid submission start date & time	<u>09</u> / <u>10</u> / <u>21</u> at 18.30 hrs
Pre-Bid Meeting at the chamber of the Liaison Officer, Ganga Sagar Mela-2021	<u>25</u> / <u>10</u> / <u>21</u> at 12 hrs
Last date & time of online submission of Technical Bid and Financial Bid	<u>26</u> / <u>10</u> / <u>21</u> at 14 hrs
Date & Time of opening of Technical Bid in the office of the District Magistrate, South 24-Parganas	<u>28</u> / <u>10</u> / <u>21</u> at 18 hrs
Date & Time of opening of Financial Bid in the office of the District Magistrate, South 24-Parganas	<u>29</u> / <u>10</u> / <u>21</u> at 14 hrs
Validity of bid	180 days
Completion Period of the work	As directed
Maintenance Period	Not applicable

- 8-10-2021  
Additional District Magistrate (General)  
Alipore, South 24 Parganas

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On behalf of the District Magistrate, South 24-Parganas, the Additional District Magistrate (Gen.), South 24-Parganas and Mela Officer Ganga Sagar Mela, invites online **quoted rate tender on estimated rate** (e-Tender) in **TWO BID SYSTEM** for '**COVID-19 RELATED INTEGRATED SANITIZATION WITH CLEANLINESS MANAGEMENT & RELATED FACILITY SERVICES**' (sanitization with housekeeping (including sanitation management) / Hospitality Management / Cleanliness Management / Security Management / Others Facility) at **Sagar Mela Point** during the period of **Ganga Sagar Mela-2022 & Pre-Visit of Ganga Sagar Mela-2022** from reliable, resourceful, bona-fide and experienced firms/companies having requisite financial capability and sufficient relevant experience. The details are given below:

Name of work	<b>'COVID-19 RELATED INTEGRATED SANITIZATION WITH CLEANLINESS MANAGEMENT &amp; RELATED FACILITY SERVICES'</b> (sanitization with housekeeping (including sanitation management) / Hospitality Management / Cleanliness Management / Security Management / Others Facility) at <b>Sagar Mela Point</b> in connection with <b>Ganga Sagar Mela-2022 &amp; Pre-Visit of Ganga Sagar Mela-2022</b> .
Scope of work	<ol style="list-style-type: none"> <li>1. Providing 24x7 (round the clock) Sanitization with housekeeping service, standard maintenance and hygienic cleanliness at Sagar Mela point etc. as per instruction of the Authority.</li> <li>2. Sweeping of entire premises (inner &amp; outer) of Sagar Mela point.</li> <li>3. Mechanical (including vacuum cleaning &amp; polishing) as well as manual cleaning of floors, walls, toilets, urinals, drains, sanitary wares, staircase, corridors, parking area, carpet, mats, beds, pillows, venetian blinds, curtains, towels, bed sheets and room furniture etc. Deodorants, disinfectants, floor and wall cleaners, detergent and stain removers of standard brand etc. shall be used for cleaning.</li> <li>4. Daily dusting/ cleaning of furniture (table and chairs), book cases, almirahs, doors, windows and electronic goods etc.</li> <li>5. Providing toiletry kits in every rooms and good quality soaps including liquid soaps, naphthalene balls, room &amp; toilet fresheners, tissue paper etc. and their regular replacement.</li> <li>6. Providing laundry service including washing dying and spreading of blankets, bed sheets, pillow covers, towels, table clothes, sofa covers etc.</li> <li>7. Sufficient trained manpower having proper antecedents namely Supervisor, Helpers, Securities and cleaners properly dressed (clean uniform) shall be deployed for executing the work, Agency shall provide sets of dress i.e. Shirt, Trouser, caps, Sweater, shoes etc. to the staff and it will be compulsory to wear it while on duty. Agency will also issue I.D cards to its staffs.</li> <li>8. To ensure that the entire catering premises is kept hygienic and clean. Preventive pest control measures will have to be done by Concern agency.</li> <li>9. Cleanliness, maintenance, garbage disposal shall be the responsibility of the Concern agency.</li> <li>10. Security Management.</li> <li>11. Hospitality.</li> <li>12. Other related facility.</li> </ol>
Estimated Cost of Work	<b>Rs.16,03,696.00 (Rupees sixteen lakh three thousand six hundred and ninety six only) (Including all Taxes &amp; GST) in Total for entire work</b>
Contract Period	<b>20 days</b> (6 <sup>th</sup> January to 18 <sup>th</sup> January, 2022-Ganga Sagar Mela-2022 & [Approximate 7 days] Pre-Visit of Ganga Sagar Mela Period)
Security Deposit against work	3% of the total contract value. (decided later by the authority)
Bid Inviting Authority	Tender Committee, Ganga Sagar Mela-2022, South 24 Parganas.
Eligibility criteria for Qualification of the bidders	<b>CREDENTIAL:</b> <ol style="list-style-type: none"> <li>1. Experience intending bidder must have 5 years experience in Housekeeping and or catering in Govt. Organization/ Hotel/ Guest House as detailed below: (A) For single Credential of similar nature of work should be equivalent to 40% of Estimated Value.</li> </ol>


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	<p>(B) For two or more credential of similar nature of work should be equivalent to 30% of Estimated Value.</p> <p>2. <b>Average Audited Annual Turn Over</b> for the last 3 (Three) consecutive Financial Years should be equal to or more than <b>60%</b> of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year.</p> <p>3. <b>Statutory Documents: (to be uploaded)</b></p> <ol style="list-style-type: none"> <li>Credential/Successful work completion Certificate in similar nature of work.</li> <li>PSARA License.</li> <li>ISO Certificate.</li> <li>OHSAS Certificate.</li> <li>Latest Income Tax return.</li> <li>GST Registration certificate.</li> <li>Latest Professional Tax return.</li> <li>Audited Balance Sheets of last 3 financial years.</li> <li>PAN card copy.</li> </ol>
Tender Cost <b>(non-refundable)</b>	Tender Cost amounting to <b>Rs. 4,000.00/-</b> should be submitted through Net Banking NEFT / RTGS. Scanned copy of the said document should also be uploaded.
Earnest Money Deposit <b>(refundable)</b>	Earnest Money amounting to <b>Rs. 40,000.00/-</b> should be submitted through Net Banking NEFT / RTGS. Scanned copy of the said document should also be uploaded.
Account Details	<p><b>For Bid Processing Fee &amp; EMD</b></p> <p>Account Holder: GANGA SAGAR MELA COMMITTEE Account No. 11296660079 IFSC Code: SBIN0009884 Bank Name: STATE BANK OF INDIA, ALIPORE COURT TREASURY BRANCH, KOLKATA-700027.</p>
Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a> . Document requisition shall be done as per instruction given in the information to Bidders (ITB).
Technical Bid Evaluation	The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.
Financial Bid	Rate shall be quoted in the Financial Bid. Evaluation will be done on total amount quoted for the contract period.
Validity of Bid	180 days.
E-Tendering registration and bidding	<p><b>ONLINE BIDS:</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 on e-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://etender.wb.nic.in">http://etender.wb.nic.in</a></li> <li><b>ONLINE BID SUBMISSION:</b> The bidders are requested to submit the Technical and Financial bid documents ONLINE i.e., uploading of the documents in all respect by following the Online Bid submission procedure.</li> </ul>

  
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Important Instruction	<ul style="list-style-type: none"> <li>Names of the technically qualified bidders as per the bid criteria after verification with original and evaluation will be displayed in the e-portal this office notice board and official website.</li> <li>The financial bid documents of the technically qualified bidders will only be opened.</li> <li>List of the financial comparison chart of bidders will be published on the next day after opening. District Magistrate, South 24-Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid documents without assignment any reasons whatsoever.</li> <li>The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>
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**Annexure-1  
Scope of Work**

**SAGAR MELA POINT**

Sl. No.	Description	Quantity to be required	UoM	Estimated Rate (Rs.) (Including GST)	Rate per Person (Rs.) (Including GST)	Remarks
12 HRS. SHIPT PER DAY-(06.01.2022 TO 18.01.2022) for GANGA SAGAR MELA-2022 including 12 HRS. SHIPT PER DAY-(Approximate 07 days) for PRE-VISIT OF GANGA SAGAR MELA-2022   Total-20 days						
1	No. of House Keeper Personnel (Manpower Within 2 Shift)	55	Persons	Rs.730.00 per day (Rs.730.00 x 20 Days x 55)= <b>Rs.803000.00</b>		
2	No. of Security Personnel (Manpower Within 2 Shift)	13	Persons	Rs.850.00 per day (Rs.850.00 x 20 Days x 13)= <b>Rs.221000.00</b>		
3	No. of Bouncer Personnel (Manpower Within 2 Shift)	6	Persons	Rs.1600.00 per day (Rs.1600.00 x 20 Days x 6)= <b>Rs.192000.00</b>		
4	No. of House Keeping Supervisor (Manpower Within 2 Shift)	7	Persons	Rs.920.00 per day (Rs.920.00 x 20 Days x 7)= <b>Rs.128800.00</b>		
<b>Total No. of Washrooms-129 Nos.</b>						
<b>Deployment During PRE-VISIT OF GANGA SAGAR MELA-2022 (may be for approximate 7 days)</b>						
<b>Deployment During SAGAR MELA-2022 will be From 06 Jan, 2022 To 18 Jan, 2022.</b>						
<b>05 Officers From concerned agency will Be available On Round The Clock Basis During Entire Operations.</b>						

**MATERIAL REQUISITION FOR GANGA SAGAR MELA'2022 & PRE-VISIT OF GANGA SAGAR MELA-2022**

SL.NO.	DESCRIPTION OF GOODS	QUANTITY	UOM	Estimated Rate for Entire Quantity as mentioned in Column-(C) (Rs.) (Including GST)	RATE (RS.)(FOR ENTIRE QUANTITY) (INCLUDING GST)	Remarks
[A]	[B]	[C]	[D]	[E]	[F]	[G]
1	CHECK DUSTER	54	PCS	Rs. 673.00		
2	TABLE DUSTER	54	PCS	Rs. 673.00		
3	CARPET BRUSH NYLON	10	PCS	Rs. 850.00		
4	COLIN 500 ML.	28	BOT	Rs. 2086.00		
5	COMMODOE BRUSH HOCKEY	30	PCS	Rs. 1530.00		
6	DETTOL LIQUID 900ML.	15	BOT	Rs. 2772.00		
7	DETTOL LIQUID TRIGGER 200 ML	330	BOT	Rs. 28331.00		
8	EZEE MOP SET 75CM	1	SET	Rs. 914.00		
9	GARBAGE BAG BIG	2150	PCS	Rs. 15392.00		

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10	GARBAGE BAG SMALL	100	PKT	Rs. 4400.00		
11	GODREJ AER POCKET	210	PCS	Rs. 10500.00		
12	HAND GLOVES RUBBER GOOD QUALITY	55	PAIR	Rs. 3015.00		
13	KATI JHARU WITH STICK	15	PCS	Rs. 1622.00		
14	LUX SOAP 100G	550	PCS	Rs. 13950.00		
15	NAPHTHALENE BALL 500 GRM	20	PKT	Rs. 2010.00		
16	NOSE MASK	60	PCS	Rs. 1175.00		
17	PHOOL JHARU SPECIAL	20	PCS	Rs. 1200.00		
18	PLASTIC BELCHA	20	PCS	Rs. 515.00		
19	PLASTIC BUCKET 15 LTR.	15	PCS	Rs. 1730.00		
20	PLASTIC MUG	15	PCS	Rs. 289.00		
21	JOBI SET	5	SET	Rs. 4500.00		
22	ROOM FRESHENER GODREJ-AIR	150	BOT	Rs. 20400.00		
23	S2 (FLOOR CLEANER MANUAL)	30	LTR	Rs. 4100.00		
24	S6 (TOILET W C BOWL CLEANER)	35	LTR	Rs. 3820.00		
25	TISSU ROLL ORIGAMI	3600	PCS	Rs. 55000.00		
26	WET MOP REFFILE TAJ	90	PCS	Rs. 9200.00		
27	WET MOP SET TAJ	40	SET	Rs. 9000.00		
28	WIPER 18" UNIQUE	18	SET	Rs. 2700.00		
29	KITCHEN WIPER	8	PCS	Rs. 360.00		
30	SMALL TOWEL	430	PCS	Rs. 27339.00		
31	FACE MASK - 3 LAYER	400	PCS	Rs. 2500.00		
32	SANITIZER-100 ML	100	BOT	Rs. 4200.00		
33	SANITIZER -5 LTR	10	BOT	Rs. 4000.00		
34	HEAD CAP	575	BOT	Rs. 1150.50		

**Machinery Requirements For HK. Operation & Pest Control**

SL.NO.	DESCRIPTION OF GOODS	QUANTITY	UOM	Estimated Rate for Entire Quantity as mentioned in Column-(C) for 20 days (Rs.) (Including GST)	RATE (RS.) (FOR ENTIRE QUANTITY) (INCLUDING GST)	Remarks
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	SINGLE DISC SCRUBBING MACHINE	2 PCS	SET	<b>Rs. 17000.00 (ON HIRE BASIS)</b>		
2	WET & DRY VACCUM MACHINE	2 PCS	SET			
3	ELECTRONIC EXTENSION BOARD	3 PCS	SET			
4	LIQUID SANITIZED SPRAY MACHINE WITH FORMULA	4 PCS	SET			
5	FOGGING SPRAY MACHINE FOR SANITIZATION WITH FORMULA	4 PCS	SET			

  
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**FINANCIAL BID SUBMISSION:**

The financial offer of the bidder shall be submitted in a sealed cover having written on top "Financial Bid for 'COVID-19 RELATED INTEGRATED SANITIZATION WITH CLEANLINESS MANAGEMENT & RELATED FACILITY SERVICES' vide NIT No-QSF/NZ-02/255 as mentioned above". The financial offer of the bidder shall be in the following\*format:

To  
The Additional District Magistrate (General)  
Office of the District Magistrate  
Alipore, South 24 Parganas

**Sub: Financial Offer**

Sir,

I am to submit that I agree with all the terms and conditions mentioned in the NIT NO- QSF/NZ-02/..... vide memo no..... dated ..... and submitting my Financial Offer of Rs..... (Rupees.....) For the work 'COVID-19 RELATED INTEGRATED SANITIZATION WITH CLEANLINESS MANAGEMENT & RELATED FACILITY SERVICES'. My financial offer includes all the taxes and incidental charges.

You are requested to kindly accept my financial offer

Yours faithfully

[Name of the Bidder]  
With Official Seal

Dated:

**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://etender.wb.nic.in>.

The tender will be submitted in two bid system i.e., **Technical & 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 and registered with the Government e-Procurement system, through logging on to <http://etender.wb.nic.in>.

**Digital Signature Certificate (DSC):** each contractor is required to obtain a Class-II or Class-II Digital signature certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approval 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 into the e-Tendering portal <http://etender.wb.nic.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 be stipulated website in two folders at a time, one in Technical Bid & 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).

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**Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice.

**A. Technical Bid:**

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in 02 (two) covers (folders).

**Cover A-1 > Statutory Cover file Containing**

NIT (Properly upload the same Digitally signed)

**Cover A-2 > Non-statutory Cover (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 in the following documents in one cover (folder):

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

The contractor shall quote the rate (offering percentage Above/Below/At par) through online mode only in the space marked for quoting 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).

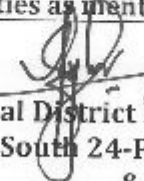
**Payment:**

Payment against the bill claim subjected to verification by the competent authority will be made one in every quarter of a year, NDC shall have to certify about the satisfactory service of the agency. EMD shall 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.

**Other Terms and Conditions (Declaration to be submitted in Company's Letter head pad):**

1. Concerned agency must have to 100 active clients.
2. Concerned agency must have training facilities.
3. Concerned agency must have to show PF/GST/ESI deposit in minimum of 10 crore in last three (03) FY.
4. The District Magistrate 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.
5. Agreement Model agreement documents 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.
6. **On the basis of the marks obtained (as per the points mentioned at last page in marking system), the concerned authority shall take the decision regarding selection of the bidder to execute the work.**
7. Payment will be done at pro-rata basis, if the days of activities as mentioned becomes alter.

  
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&  
Mela Officer Ganga Sagar Mela-2022

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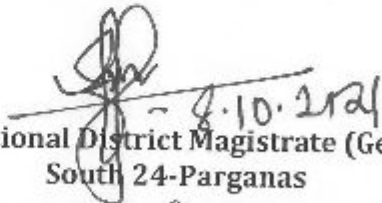


**Memo No.** 575/1(7)/NZ/G.S.Mela-2022

**Date:** 8/10/2021

*Copy forwarded to:*

- The Additional District Magistrate ..... (All), South 24-Parganas.
- Sub-Divisional Officer ..... (All), South 24-Parganas.
- The DIO, NIC, South 24-Parganas with a request to upload the E-Tender notice at the official website of South 24-Parganas district.
- District Information and Cultural Officer for wide publicity in two (02) daily newspapers.
- Nezarath Deputy Collector & Liaison Officer, Ganga Sagar Mela, South 24 Parganas.
- C.A to the District Magistrate, South 24-Parganas for kind information of District Magistrate, South 24-Parganas.
- Office Notice Board.

  
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**MARKING SYSTEM**

**A) TECHNICAL BID SUBMISSION (This is Importance of 50 points):**

**1. Essential Documents (30 points) [Statutory Documents: (to be uploaded)]**

- Credential/Successful work completion Certificate in similar nature of work.
- PSARA License.
- ISO Certificate
- OHSAS Certificate
- PAN Card
- Latest Income Tax return.
- GST Registration certificate.
- Latest Professional Tax return.
- Audited Balance Sheets of last 3 financial years.
- EMD deposit challan/receipt
- Tender Cost deposit challan/receipt

**2. Credential (20 points) :**

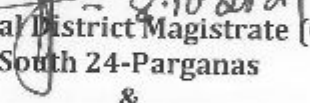
- Credential from competent authority of similar nature of work in previous Ganga Sagar Melas, Govt. of West Bengal, various Department and Districts etc.

**B) FINANCIAL BID SUBMISSION (This is Importance of 20 points):**

- Quoted rate on estimated rate mentioned in NIT for entire work.

**C) SUBMISSION OF SAMPLE COPY OF MATERIALS & PROJECT BOOK (This is importance of 30 points) :**

- Produce of all sanitizer formula sample, to be used in Mela period.
- Produce sample of all other materials, to be used in Mela Period.
- Produce sample of other machinery items, to be used in Mela Period.
- Produce DPR for similar nature of work for Ganga Sagar Mela.

  
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