



West Bengal Police Housing and Infrastructure Development Corporation Limited

CIN NO: U70109WB1993SGC058358

Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II,
Salt Lake City, Kolkata – 700091.

Ph. & FAX . 033 – 23586188, E-mail : tender@wbphidcl.com

Memo. No.ADMN/AGNCY(H.K.)/8096/2014(Pt.-I)/ 278

Date:25.01.2019

NOTICE INVITING e-QUOTATION NO. – WBPHIDCL/ACE/NIQ-34(e)/2018-2019
of the Additional Chief Engineer, WBPHIDCL (1st Call)

The Additional Chief Engineer, WBPHIDCL invites e-Quotation for the work detailed in the table below. (Collection and Submission of Quotation is to be made online through the website <http://wbtenders.gov.in> only)

List of work:-

Sl.N o.	Name of the work	Earnest Money to be deposited (Rs.)	Cost of Quotation Documents (Rs.)	Validity of contract (Days)	Eligibility of Quotationer
1.	2.	4.	5.	6.	8.
1.	Cleaning and maintaining hygienic and presentable look to the chambers of officers, office rooms, corridors, verandas, stair cases, roof and toilets of the entire floors, windows, rooms, ceilings etc. of 'Araksha Bhawan', a six (6) storied building having approximately 1,06,440 Sq. Ft. area in total. (Rate has to be quoted for one year)	20,000.00	NIL	365 Days from the date of commencement	Agency having experience for similar nature of job with requisite certificate in support at least 1 year successful completion of job and read the paragraph of Sl. No. 7

1. The intending bidders shall not have to pay the cost of quotation documents for the purpose of participating in this e-quotation.
2. In the event of e-filling, intending bidder may download the quotation documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary **earnest money** should be remitted through online process as per **Finance Department Order No. 3975-F(Y) dated 28.07.2016.**
3. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtenders.gov.in>. The documents submitted by the bidders should be properly indexed. Where an individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person, either belonging to and appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the Board or by the firm, shall invariably upload a copy of registered power of attorney showing clear authorization in his favour, to upload such quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
4. **The Technical document and Financial Bid should be submitted online on or before the date and time stated in this NIQ.**
5. The Financial Offer of the prospective bidder will be considered only if the Technical Document of the bidder found qualified by the Quotation Inviting Authority. The decision of the Quotation Inviting Authority will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of **The West Bengal Police Housing & Infrastructure Development Corporation Limited**, on the scheduled date and time.
6. **General terms and conditions:-**
 - A. It is mandatory to clean all the common toilets thrice a day with the use of disinfectant and purifier or as will be required to make the toilets hygienic; however for remaining portion i.e. office chambers, attached toilet, office

- rooms, corridors, stair cases, office furnitures etc. to be cleaned once daily preferably before 9 am. During submission of quotation it should be specifically mention regarding use of materials e.g. disinfectors, purifiers etc.
- B. Window glass, Door shutters, passage, Ceilings, balconies etc. to be cleaned periodically on suitable dates preferably on weekly holidays.
- C. Scope of work includes cleaning and up keep of Approach Road, Rear Side Roads, Common Passages, Fencing Grills etc. all inclusive except the Garden area.
- D. The equipment and materials required and to be used as well as the manpower to be deployed each day for cleaning should be mentioned clearly in the quotation and would be supplied by the selected firm. The participants to the quotation will also be required to give demonstration of their cleaning process and service before the members of the Committee entrusted by the authority before opening of the financial bid which should be submitted in a separate sealed cover along with other required documents of the quotation. Willing Firms/ Agencies/ Contractors are requested to quote their rates for the job noted above for one (1) year.
- E. It may be mentioned here that the selected contractor will have to accept rates initially for one (1) year and which may continue for successive years on mutually agreed terms and on fresh contract basis. In the event of failure in services required to be provided as per agreement up to the satisfaction level, of the authority, the agency may be terminated beforehand without showing any reason and the Earnest Money Deposit may be forfeited apart from penal action to be imposed upon.
- F. **The successful Agency should deploy at least 10 (ten) workers and 1 (one) supervisor for this work. The said 11 (eleven) persons will give attendance to the competent authority of this Corporation. Deduction may be made from the monthly bill of the Agency in a proportionate manner if the said workers remain absent as per the attendance register maintained by this Corporation for the said workers.**
- G. **If the performance of the Agency is not up to the satisfaction of this Corporation, an amount equal to 5 (five) percent of the bill of that month may be deducted from the bill of that month. The decision of the corporation will be final and bounding in such case. In that case the contract may be cancelled by the corporation and performance guarantee may be forfeited by given 15 days notice.**
- H. Required quantity of materials (e.g. disinfectors, purifiers etc.) for a particular month should be deposited in the store of this Corporation within the last week of the previous month.

7. **Eligibility criteria for participation in the quotation:**

- a. The prospective bidders shall have satisfactorily completed during the last 5(five) years prior to the date of issue of this NIQ at least one work of similar nature at least for a period of 1(one) year. Requisite certificate in support of successful completion of similar nature of job least for 1(one) year will be treated as valid credential. **(Form III)**
- b. **Valid PAN issued by the IT. Dept, Govt. of India, Valid Professional Tax Receipt Challan, Trade Licence, Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017, are to be accompanied with the Technical Bid document. Income Tax Acknowledgement Receipt for assessment year(2018-2019) to be submitted.**
- c. Where an individual person holds a Digital Signature Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any quotation for and on behalf such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm to upload such quotation. The Power of Attorney shall have to be registered in accordance with the revisions of the Registration Act, 1908.
- d. Neither prospective bidders nor any of constituent partner had been debarred to participate in quotation by any Govt. Department/ Govt. Undertaking Department during the last 5 (five) years prior to the date of this NIT. Such debarment will be considered as disqualification towards eligibility. **(A declaration in this respect has to be furnished by the prospective bidders as per prescribed format; without which the Technical Bid shall be treated non-responsive).**

Technical Bid shall be treated as non-responsive if anything adverse has come to the notice of the quotation inviting authority against the Firm/Agency/ bidder so far as his performance within the jurisdiction of this Corporation. (Form II)

- e. Joint Ventures will not be allowed.
 - f. A prospective bidder shall be allowed to participate in the particular 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 of his/ their bids will be considered as nonresponsive for that job*, without assigning any reason thereof.
 - g. The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum of Association.
 - h. **In case if Name of the company/firm registered in the Digital Signature Certificate (DSC) & other document differs, the bidder have to submit a declaration on a non-judicial stamp paper certified by notary public or 1st class magistrate stating that the company/firm having different name are same and have no separate identity; otherwise the bid will be summarily rejected.**
 - i. The prospective bidder should have an office in Kolkata.**
8. No conditional / Incomplete quotation will be accepted under any circumstances.
9. **The Bidder should submit PF registration as per Govt. norms and requirement before issuance of work order if selected as the executing agency of the work.**
10. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
11. No mobilization advance/secured advance/price escalation/ price adjustment will be allowed. The Bidders should quote rate accordingly.
12. **The bidder should quote rate for the work in the prescribed form (Form –V) only.**
13. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency, GST, Royalty & all other statutory levy/Cess will have to be borne by the contractor & **the rate in the schedule of rates is inclusive of all such taxes and cess as stated above.**
14. In connection with the work, Arbitration will not be allowed.
15. **Bids shall remain valid** for a period not less than 120 days (One Hundred Twenty Days) from the last date of submission of Bid. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposit will be forfeited.
16. Technical evaluation will be made on the basis of uploaded documents.
17. If the date of i. Opening of Technical Bid, ii. Uploading the list of Bidders participated in the quotation, iii. Date of Uploading the List of Technically Qualified Bidders, iv. Opening of Financial Bid, v. Uploading of List of Bidders along with their Rate Offered fall on holidays or on days of natural calamity, the dates defer to next working day automatically.
18. **Date & Time schedule:-**

Sl. No	Particulars	Date & Time	
1.	Date of Publishing of NIQ online through the website https://wbtenders.gov.in	25.01.2019 at 18:55 Hrs	
2.	Date & Time for downloading of quotation Documents from the website https://wbtenders.gov.in	Start	25.01.2019 at 18:55 Hrs
		End	14.02.2019 at 16:00 Hrs
3.	Date & Time of Submission of quotation through the website https://wbtenders.gov.in	Start	01.02.2019 at 18:00 Hrs
		End	14.02.2019 at 16:00 Hrs
4.	Date, Time & Place of opening of quotation Bid through the website	16.02.2019 at 16:00 Hrs	

	https://wbtenders.gov.in	Office of the West Bengal Police Housing And Infrastructure Development Corporation Limited Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
5.	Date of Uploading the List of Bidders participated in the quotation through the website https://wbtenders.gov.in	To be informed later
6.	Date of Uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation through the website https://wbtenders.gov.in	To be informed later
7.	Date, Time & Place of opening of Financial Bid through the website https://wbtenders.gov.in	To be informed later
8.	Date of Uploading of List of Bidders along with their Rate Offered through the website https://wbtenders.gov.in	To be informed later

19. Additional Chief Engineer Engineer, WBPHIDCL may call off-line Open Bid amongst the Qualified Bidders to lower down the offered rate further, or may negotiate with the lowest bidder to lower down the rate if required.
20. If more than one bidder quote same rate which stands lowest at the time of opening, such similar multiple rate will not be entertained/ accepted by the quotation accepting authority.
21. The Additional Chief Engineer Engineer, WBPHIDCL reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
22. **During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to quotation inviting authority that the credential or any other papers are incorrect/manufactured/fabricated, that bid will be considered as non-responsive and out rightly rejected & the firm/company shall also be liable to be prosecuted under Section 197, 199 & 200 of Indian Penal Code, 1860 along with Section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit. All documents/papers uploaded/submitted by the bidder must be legible failing which the bid will be summarily rejected without assigning any reason thereof.**
23. List of Technically Qualified Bidders will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore Bidders are requested to view the quotation Status on a regular basis. In case if there be any objection regarding prequalification/ list of “Technically Qualified Bidders”, that objection should be lodged to the Chairman of Tender Committee within 48(forty-eight) hours from the date of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection will be entertained.
24. Before issuance of the work order, the quotation accepting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances and the firm/company shall also be liable to be prosecuted under Section 197, 199 & 200 of Indian Penal Code, 1860 along with Section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit.
25. **Earnest Money** : The amount of Earnest Money as given in the List of Work to be submitted through online process as per Finance Department Order No. 3975-F(Y) dated 28.07.2016.
26. **Performance Guarantee: Performance Guarantee will be 5% of the quoted amount. In respect of successful bidder, the Earnest Money after acceptance of quotation shall be converted as a part of the Performance Guarantee. The successful bidder will submitted the balance amount in the form of Demand Draft or Banker’s Chque drawn in favour of West Bengal Police Housing and Infrastructure Development Corporation Limited payable at Kolkata to make the total Performance Guarantee amount equal to 5 (five) percent of the quoted amount.**
27. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and understand the scope of the work and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e- quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

28. The quotation Inviting Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any bidder at the Bidding stage.
29. **Refund of EMD** : The Earnest Money of all the unsuccessful bidders deposited along with the quotation will be refunded by as per norms and without any interest.
30. **Refund of Performance Guarantee: Performance Guarantee will be refunded after satisfactory completion of the contract period.**
31. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948(d) the employee provident funds and Miscellaneous provision act 1952 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
32. In case of ascertaining authority of intending bidders at any stage of quotation process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the quotation Inviting & Accepting Authority / Engineer -in-Charge.
33. **If any document submitted by a bidder is found to be either fabricated, tampered or false, in such cases, the eligibility of the bidder will be out rightly rejected at any stage without any prejudice and the firm/company shall also be liable to be prosecuted under Section 197, 199 & 200 of Indian Penal Code, 1860 along with Section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money or Security Deposit as the case may be and also may be Debarred for participating in quotation of this Corporation for a period as determined by the Corporation.**
34. Work Order & Payment of work will depend on availability of fund. Intending bidders may consider this criteria while submission of quotation and quoting their rate through online.
35. The successful bidder will have to submit **Five** sets of all the quotation Documents along with BOQ in connection with this quotation in hard copy within 10 (Ten) days from the date of receipt of Letter of Acceptance cum Work Order of the quotation (through e-Tendering System or otherwise). Failure to do so will be liable to termination/rejection of quotation with forfeiture of Earnest Money without any reference to the Contractor.
36. **The Earnest Money may be forfeited –**
 - a) If the Bidder withdraws the Bid during the period of Bid validity.
 - b) In case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the agreement. During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to quotation inviting authority that the credential or any other papers found incorrect/manufactured/fabricated.
37. **Qualification Criteria**

The quotation Inviting & Accepting Authority through a 'Bid 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 comprising of personnel & equipment capability**
 - c) **Experience**

The eligibility of a bidder will be ascertained on the basis of the self certified documents digitally signed in support of the minimum criteria as mentioned in 37. (a), (b), (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.
38. All the forms and Affidavit attached with this NIQ should be filled up and signed properly.
39. **All disputes arising out of or in any way connected with this contract/ tender shall be deemed to have arisen in Kolkata and only courts in Kolkata shall have jurisdiction to determine the same.**

SD/-
Additional Chief Engineer Engineer,
WBPHIDCL

Copy forwarded for favour of kind information & wide circulation to the:-

- 1) The Chairman & M.D. West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 2) The Inspector General of Police, (Mod. & Co-ord), W.B., Bhabani Bhawan, Kolkata – 700027.
- 3) The Chief Engineer, West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 4) The C.P. & A.O. West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 5) The F.A. & C.A.O. West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 6) The Special Secretary to the Govt. of West Bengal, Home (Police) Department, Nabanna, 325, Sarat Chatterjee Road, Mandirtala, Howrah – 711102.
- 7) The Executive Engineer-Zone-VI, West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata –91.
- 8) The Assistant Engineer (Zone-I), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 9) The Assistant Engineer (System), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 10) Office Copy, West Bengal Police Housing & Infrastructure Development Corporation Limited.
- 11) Notice Board.

SD/-
Additional Chief Engineer Engineer
W.B.P.H.I.D. Corpn. Ltd

FORM-I

APPLICATION

To
Additional Chief Engineer Engineer,
W.B.P.H&I.D. Corpn. Ltd

Subject : Quotation for the work -----

(Name of work)

Ref :- N.I.Q. No -----

Dear Sir / Madam,

Having examined the Statutory, Non statutory and NIQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents are attached herewith.

I / We are interested in Bidding for the work mention above subject.

I / We understand that : -

- a) Quotation Inviting and Accepting Authority can amend the scope & Value of the contract bid under this NIQ.
- b) Quotation Inviting and Accepting Authority reserve the right to reject any Bidder without assigning any reason.

The application is made by me / us on behalf of..... In the capacity..... duly authorized to submit the Quotation.

Thanking you,

Enclo : -

- a) Technical Bid.
- b) Financial Bid.

Dated : _____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

Form-II

Affidavit in non-judicial stamp paper certified by notary public or 1st class magistrate

1. The undersigned also hereby certifies that neither our firm M/S. _____
_____ nor any of constituent partner had been debarred to participate in tender by any Government Department during last 5 (five) years prior to the date of this N.I.Q.
2. The undersigned would authorize and request any Band, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by West Bengal Police Housing & Infrastructure Development Corporation Limited to verify this statement.
3. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of West Bengal Police Housing & Infrastructure Development Corporation Limited.
4. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.
5. The undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ascertain to be incorrect/fabricated/misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/terminated immediately & I/my firm/company shall also be liable to prosecuted under section 197,199&200 of Indian Penal Code, 1860 along with section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit.

Dated : _____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

FORM-III

EXPERIENCE PROFILE

As per Clause no. 7.a of the NIO

Name of Client	Name, Location & nature of work	Name of project Engineer (Client) responsible for Supervision	Estimated Value Rs.	Quoted Amount Rs.	Value of work done Rs.	Original date of start of work	Original date of completion of work	Reasons for delay in completion of work (if any)

- Note : a) Certificate from the Employers to be attached.
b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Dated : _____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled and his Security Deposit will be forfeited.

FORM-IV

MANPOWER AND ORGANISATIONAL STRUCTURE

- 1. Name of Applicant (Bidder) :
- 2. Office Address :
- 3. Telephone No. :
Mobile No. :
Fax No. :
- 4. Name and address of Bankers. :
- 5. Attach an organization chart showing :
the structure of the company with names
of Key personnel and technical staff with
Bio-data.

SL NO	NAME OF THE PERSONNEL	AGE	QUALIFICATION	DATE OF ENGAGEMENT	EXPERIENCE IN YEARS

Dated : _____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

DECLARATION BY THE BIDDER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Quotation and other Quotation documents .

My/Our bid is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Quotation to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and to carry out and complete the work to the full satisfaction of the Engineer-In-Charge.

I/We also agree to procure tools and plants, at my/our own cost required for the work.

Signature and Address of the
Bidder