

DIGHA SANKARPUR DEVELOPMENT AUTHORITY

**(A Statutory Authority of Govt. of West Bengal under
Urban Development & Municipal Affairs Department)**

Online E.O.I. invited for selection of agency for providing
Personnel in different category like Security Personnel (unskilled),
Semi-skilled, Supervisor(Skilled) etc. under DSDA

Administrative Building
Digha Sankarpur Development Authority
Digha New Township :: Purba Medinipur

Pin - 721463

Ph - 03220 299 901

Fax - 03220 299 902

web : www.dsda.org.in

[Email : eodsda@gmail.com](mailto:eodsda@gmail.com)

Office of the
Executive Officer
Digha Sankarpur Development Authority
Digha New Township :: Purba Medinipur

EOI No. 103/DSDA/2022-23

Dated 08.12.2022

E.O.I. NOTICE

**ONLINE E.O.I. INVITED FOR SELECTION OF AGENCY FOR PROVIDING PERSONNEL
IN DIFFERENT CATEGORY LIKE SECURITY PERSONNEL (UNSKILLED), SEMI-
SKILLED, SUPERVISOR(SKILLED) ETC. UNDER DSDA**

Digha Sankarpur Development Authority, under the Department of Urban Development, Govt. of West Bengal, invites online EOI for selection of agency for providing Personnel in different category like Security Personnel (unskilled), Semi-skilled, Supervisor (Skilled) etc. under DSDA, as described in the Schedule below, from the intending agencies/organizations for specific purposes as stated therein. Any change in establishment use pattern other than those so specified will not be allowed.

DSDA reserves the right to accept/reject any or all offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the Applicant-Bidders.

Salient Features are as under :

1.	Name of Project	:	Providing Personnel in different category like Security Personnel (unskilled), Semi-skilled, Supervisor (Skilled) etc. under DSDA in the District of Purba Medinipur.
2.	Purposes	:	To guard the office premises(for Security personnel) alongwith the other allied works like checking the incoming and outgoing vehicles, maintenance of Security Register, protect from any unwanted external interference/ unauthorized encroachment or nuisance at administrative building of DSDA and other places under DSDA alongwith follow the instruction assign by the DSDA from time to time, Supervise (for Supervisor) the works for removal of unauthorized encroachment and General works (for Semi-skilled).
3.	Amount of Earnest Money	:	Rs. 6,000/- (Rupees Six thousand) only
4.	Amount of Security Money	:	Rs. 3,00,000/- (Rupees Three Lakh) only

5.	Minimum Eligibility Criteria	<p>Any intending agencies/organizations may participant to this EOI if they have the following credentials.</p> <ul style="list-style-type: none"> ➤ Photo Identity Proof. ➤ Aadhaar Card. ➤ PAN Card. ➤ Latest I.T. Return. ➤ 03(Three) Years Audited Balance Sheet. ➤ Documents for Proof of financial capabilities. ➤ Trade license (in case of Company/Firms). ➤ Memorandum of Articles (in case of companies, trusts, Societies). ➤ Certificate of Incorporation (in case of companies, trusts, Societies) ➤ Registration Certificate for license of Pvt. Security Agency. ➤ Must have Registered Trade Mark/Logo Certificate of the Firm/Company. ➤ GST Certificate. ➤ Latest GST Return. ➤ ESIC Registration Certificate. ➤ Performance Certificate from any Govt. organization of Last three year. ➤ Registration Details of EPF. ➤ Monthly Return details of EPF. ➤ Present status of staff details. ➤ Copy of Labour registration. ➤ Professional Tax Certificate. ➤ P. Tax Return. ➤ ISO Registration Certificate
----	------------------------------	--

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of EOI	: 08.12.2022
2	Document download start date	: 08.12.2022 at 6.00 P.M.
3	Document download end date & time	: 22.12.2022 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	: 14.12.2022 at 2.00 P.M.
5	Bid submission start date	: 14.12.2022 at 4.00 P.M.
6	Last date of online submission of Technical Bid and Financial Bid .	: 22.12.2022 upto 3.00 P.M.
7	Opening of Technical Bid at the office of the Executive Officer, DSDA	: 24.12.2022 at 3.00 P.M.
8	Opening of Financial Bid at the office of the Executive Officer, DSDA	: Will be informed later.
9	Validity of bid	: 30 days w.e.f the date of opening of EOI.

10	E-Tender/EOI registration and bidding	<p>ONLINE BIDS : 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"> • Agencies/Bidders who are interested in participating DSDA's e-tenders/EOI are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Training on e-tender/EOI can also be availed from Office of the EO, DSDA if desired by the bidder during office hours. • Online EOI can be submitted by logging in www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in <p>ONLINE BID SUBMISSION : The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect.</p>
11	Training for submission of EOI online	<p>: Training on submission of Bid in online EOI or etc. will be given to the bidders on request.</p>
12	Important Instructions	<p>: </p> <ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. EO DSDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever • The intending bidders are requested to inspect the site before quoting their rates.

Period of Contract :

The period of contract will be valid for 01(one) year with effect from the date of signing the agreement. This contract may be extended upto another 04(four) years subject to satisfactory performance of the agency alongwith due approval of the DSDA.

Selection Procedure :

DSDA shall take up the technical evaluation on the above mentioned parameters in the respective eligibility criteria.

Evaluation of Bids:

The Bids would be opened in the manner as stated below:

- Bids would be opened in following manner :-
 - i) Technical Bid.

- ii) Financial Bid.
- Technical Bid shall be opened first.
- The Financial Bid will be opened for those Bidders who are technically qualified.

The lowest bid of the EOI shall only be considered. All other bids/offers for the above EOI shall be declared as unsuccessful and the earnest money would be refunded accordingly.

Information to the Bidders(ITB) :

1. Request for EOI

Request for EOI paper is to be placed online only through the Website www.wbtenders.gov.in

2. Submission of EOI

The EOI will be submitted in two bid system i.e. Technical bid & Financial bid.

3. Online Bid submission procedure :

i) **Registration of Contractor:** Agencies/Bidders who are interested in participating DSDA's EOI will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://www.wbtenders.gov.in> They are requested to contact to the toll free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.

ii) **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.

iii) The contractor can search & download EOI Documents electronically from computer once he logs on to the website www.wbtenders.gov in using the Digital Signature Certificate. This is the only mode of collection of EOI Documents.

iv) **Submission of EOI :** General process of submission, EOI are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other is 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).

3.1 TECHNICAL BID

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers(folders).

(a). Technical Cover Containing the following documents

- i) EOI (download properly and upload the same Digitally Signed)
- ii) Bidders file (Annexure)

(b). My Document[OID Cover] Containing :

All mandatory documents.

3.1.1 Receiving documents :

Relevant EOI documents must be uploaded online for participating in this EOI. If the mandatory documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

Mandatory Documents :

- i) Photo Identity Proof.
- ii) Aadhaar Card.
- iii) PAN Card.
- iv) Latest I.T. Return.
- v) 03(Three) Years Audited Balance Sheet.

- vi) Documents for Proof of financial capabilities.
- vii) Trade license (in case of Company/Firms).
- viii) Memorandum of Articles (in case of companies, trusts, Societies).
- ix) Certificate of Incorporation (in case of companies, trusts, Societies)
- x) Registration Certificate for license of Pvt. Security Agency.
- xi) Must have Registered Trade Mark/Logo Certificate of the Firm/Company.
- xii) GST Certificate.
- xiii) Latest GST Return.
- xiv) ESIC Registration Certificate.
- xv) Performance Certificate from any Govt. organization of Last three year.
- xvi) Registration Details of EPF.
- xvii) Monthly Return details of EPF.
- xviii) Present status of staff details.
- xix) Copy of Labour registration.
- xx) Professional Tax Certificate.
- xxi) P. Tax Return.
- xxii) ISO Registration Certificate.

3.1.2 Earnest Money Deposit (EMD) :

Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

A) Login by bidder :

- a) A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b) He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes :
 - i) Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) Off-line payment through bank accounts in any Bank approved by RBI in India by generating NEFT/RTGS challan from the e-tendering portal.

B) EMD payment procedure :

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank for collection of EMD against unique codes for identification of the tendering authority.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT :

- i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.

- iii) Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv) If verification is successful, the funds get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank for collection of EMD.
- v) Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.
- vi) If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

Note : EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission.

Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

C) 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 and Tender Fees (if any) were initiated.
- vii) 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.

Mode of Payment :

Monthly payment pertaining to the contract may be made by Cheque or e-transfer after submission of the services bill. The payment will be made after receiving report of payment to the respective personnel engaged by the agency by 5th day of each month.

Eligibility of Bidder & General Terms and Conditions :

- The Agency shall provide their personnel Unique Uniforms with its Logo along with name plates, Raincoats, Umbrellas, Torch, whistle, walkie talkie and other Kits at their own costs.
- The personnel should be properly uniformed.
- All the personnel must be properly trained.
- The agency should ensure that he/she will pay the monthly wages in full by 5th day of every months to the personnel engaged here.
- The curriculum vitae of the all personnel should be submitted to this office before their engagement along with certificate from the concerned Police authority that they don't have criminal antecedents.
- The duty of the said personnel should be round the Clock and whenever necessary.
- The duty roaster of each personnel to be submitted in advance in every week.
- The Agency is responsible for meeting up the following statutory obligations as required under the law i.e. salary, provident Fund, ESI, any other statutory requirement etc. The agency shall remit all the statutory payments on a monthly basis. No complaint from the engaged personnel should come to the authority that they have not received salary yet from the agency.
- Keeping in mind that the bidders shall follow Minimum Wages Act' of Govt. of West Bengal and also pay the wages of their employees not below the minimum wages.
- In case of change of minimum rates of wages, it may be revised by obtaining necessary approval from the Authority.
- If it is found that the financial bid is also below the latest minimum wages, then the bid of the said bidders will be declared as cancelled.
- The Agency shall have to arrange accommodation and transport of the concerned staffs at his own costs.
- Any Personnel failing sick or proceeding on leave will be immediately replaced by the Agency at no additional expense to this Authority.
- The Agency will indemnify this Authority against any claim, loss, damage occurred, or caused to this Authority due to willful acts or omissions or carelessness or negligence of the Personnel employed by the Agency, while on duty.
- The Agency should withdraw their personnel immediately on termination of the contract or otherwise on the instruction of this Authority. Whenever any misconduct is noticed of the personnel engaged by the agency then the same on report by this Authority shall be looked into and appropriate disciplinary action shall be taken by the agency and if necessary such person may be replaced by a suitable hand.
- The agency shall have to quote clearly the amount he/she likes to draw per month per head including all taxes etc. for the same in Financial Bid(BOQ).
- The agency will follow the general guidelines as may be suggested by the Executive Officer, DSDA.

- The successful agency whose bid may be accepted will have to execute an agreement upon a non judicial stamp paper worth of Rs. 100/- embodying the terms and conditions of the contract in the form approved by the Authority within 15(Fifteen) days from the date of intimation of the selection.
- If the Agency/Concern committing any violation of the terms and conditions, the DSDA would be at liberty to terminate the agreement by giving one month's written notice to the Agency/Concern.
- If the Agency will not agree to continue the said services that should be intimated this office one month prior.
- The EMD of the successful bidders may be converted to Security Deposit. The rest amount of the Security Deposit will have to deposit with the Authority in the form of Bank Draft in favour of the Executive Officer, DSDA and payable to SBI, Digha Branch before entering into the agreement.
- The security money of the agency shall be refunded after successfully completion of tenure/termination/withdraw of agreement for the said services.
- The name of the Successful Bidder(s) would be declared through Website. In the event of any change in aforesaid date, the same will be notified to the bidders through website. DSDA reserves the right to reject any or all of the Bids without assigning any reasons thereof and the decision of DSDA would be final and binding on the Bidders.

Right to accept any application and to reject any or all applications :

DSDA reserves the right to accept or reject any application at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Agencies/Concerns / companies on the grounds of DSDA's action.

The Change of dates and any other amendment in this regard shall be informed on website of DSDA i.e. www.dsda.org.in and www.wbtenders.gov.in



Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.

Memo No. : 1655/DSDA/2022-23

Dated : 08.12.2022

Copy forwarded for information to:

1. The Hon'ble Chairman, DSDA & District Magistrate, Purba Medinipur.
2. The Hon'ble Vice-Chairman, DSDA & S.D.O., Contai, Purba Medinipur.
3. The Block Development Officer, **Ramnagar-I & II** & Executive Officer, **Ramnagar - I & II** Panchayet Samity.
4. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
5. The Computer Section, DSDA to upload the same in the official website of DSDA.
6. Notice Board.



Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.

ANNEXURE - I

APPLICATION FOR EOI

To
The Executive Officer,
Digha Sankarpur Development Authority,
Digha :: Purba Medinipur.

Ref: - EOI for _____

_____.

E.O.I.No. : _____ (Sl. No. ____)/DSDA/2022-23.

Dear Sir,

Having examined the Technical cover, OID cover & all other EOI documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per EOI no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 202_____

Full name of Bidder / Contractor : _____

Signature : _____

In the capacity of : _____

Duly authorized to sign bids
for & on behalf of (Name of Firm) : _____

Office address with seal if any : _____

Telephone no(s) (office): _____

Mobile No : _____

Fax No: _____

E mail ID: _____

ANNEXURE - II
Format for Affidavit

(Affidavit should be executed on a Non Judicial stamp paper of Rs 10/- or such equivalent document duly attested by Notary Public)

- 1) I, _____ the undersigned, do hereby certify that all the statements made in the EOI document are true and correct.
- 2) The undersigned also hereby certifies that neither our firm M/s..... nor any of its directors / constituent partners have abandoned any work in India and / abroad nor any contract awarded to us for such works have been terminated for reasons attributed to us, during last five years prior to the date of this application nor have been barred by any agency of GoI or GoWB from participating in any projects.
- 3) The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary as requested by DSDA to verify this statement or regarding my (our) competence and general reputation.
- 4) The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the DSDA Signed by an authorized officer of the firm Designation of officer with seal.

Date