

OFFICE OF THE EXECUTIVE OFFICER
DIGHA SANKARPUR DEVELOPMENT AUTHORITY
(A Statutory Authority under Government of West Bengal)
Digha New Township :: Purba Medinipur :: Pin - 721463

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NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 002/DSDA/ OF 2023 – 2024

Online E.O.I. invited for maintenance alongwith guarding of Beachfront Beautification area from Seahawk Ghola Ghat to Aparajita Cottage Ghat at Old Digha under DSDA

Digha Sankarpur Development Authority, under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites online EOI for maintenance alongwith guarding of Beachfront Beautification area from Seahawk Ghola Ghat to Aparajita Cottage Ghat at Old Digha under DSDA, as described in the Schedule below, from the intending persons/organizations for specific purposes as stated therein.

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.	Location of site	:	Maintenance alongwith guarding of Beachfront Beautification area from Seahawk Ghola Ghat to Aparajita Cottage Ghat at Old Digha under DSDA
2.	Scope of work	:	The entire beachfront beautification area starting from Seahawk Ghola to Aparajita Cottage Ghat at Old Digha under DSDA shall have to be neat & clean. The bidder shall have to clean the whole area, gardening, planting, trimming the trees, regular watering, sweeping the area, clean the drainage system & Dustbins placed at different places etc. The agency shall have to maintain of all existing trees, plants, shrubs, hedges, lawns, flower beds, fencing that are ear marked for up keeping and preservation, preparation by uprooting the old plants, for sowing and planting of new seedlings, plants, shrubs etc. and different types of cutting including earth work, spreading and mixing of cow dung manure and fertilizers and levelling etc. The agency shall have to guard the entire area earmarked for, statues, lights, gazebo etc. and operate fountain day to day. This job also includes regular watering of grass, lawns, trees, shrubs, plants, spraying of insecticides, pesticides. The entire property should also be guarded by the selected agency.
3.	Amount of Earnest Money	:	Rs. 20,000/- (Rupees Twenty thousand) only
4.	Amount of Security Money	:	Rs. 20,000/- (Rupees Twenty thousand) only
5.	Minimum Eligibility Criteria	:	Any intending persons/organizations may participate in this EOI. The applicant is required to prove his/its identity. In case of companies, trusts, Societies, relevant documents of incorporation/registration are required to be submitted.

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of EOI	: <u>17.04.2023</u>

2	Document download start date	: 17.04.2023 at 6.00 P.M.
3	Document download end date & time	: 01.05.2023 upto 3.00 P.M.
4	Last date of online submission of Technical Bid and Financial Bid .	: 01.05.2023 upto 3.00 P.M.
5	Opening of Technical Bid at the office of the Executive Officer, DSDA	: <u>03.05.2023</u> at 3.00 P.M.
6	Opening of Financial Bid at the office of the Executive Officer, DSDA	: <u>Will be informed later.</u>
7	Validity of bid	: 60 days w.e.f the date of opening of EOI.
8	E-Tender/EOI registration and bidding	: ONLINE BIDS : The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below : <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 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.
9	Training for submission of EOI online	: Training on submission of Bid in online EOI or etc. will be given to the bidders on request.
10	Important Instructions	: <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.

Who can apply :

Any intending persons/organizations may participate in this EOI. The applicant is required to prove his/its identity. In case of companies, trusts, Societies, relevant documents of incorporation/registration are required to be submitted.

Duration of Contract :

The duration of the contract shall initially be for 1(one) year which may be extended for another 2(two) years subject to satisfactory performance of the bidder 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.

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) PAN Card.
- ii) G.S.T. Certificate.

- iii) Latest I.T. Return.
- iv) Trade License.

Note: The EOI will be summarily rejected if any of these documents are not submitted online. Original documents shall have to be shown if required by the authority.

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 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.

Payments Terms :

- 1) The payment shall be made month wise after completion of the every month on satisfactory performance.
- 2) The Authority shall be entitled to terminate contract if the services of the agency or his/her staff engaged for the said purpose be found unsatisfactory on giving 30(thirty) days notice to the agency
- 3) All future taxes/ duties/ levies, Staff payments etc. and expenses, if any as applicable shall entirely be paid by the Successful Bidder(s). Nothing extra shall be paid for the above purpose.

Eligibility of Bidder & General Terms and Conditions :

- The offerer shall have to quote the rate he/she likes to draw per month for the above purpose in Financial Bid(BOQ).
- The offerer shall quote the rate inclusive of all taxes, duties etc.
- The payment shall be made month wise after completion of the every month on satisfactory performance.
- The agency shall have to maintain the whole area noted above by way of gardening, planting trees, watering regularly, trimming leaves, giving fertilizers, protecting from outsiders etc.
- The agency shall have to maintain of all existing trees, plants, shrubs, hedges, lawns and flower beds that are ear marked for up keeping and preservation, preparation by uprooting the old plants, for sowing and planting of new seedlings, plants, shrubs etc. and different types of cutting including earth work, spreading and mixing of cow dung manure and fertilizers and levelling etc. This job also includes regular watering of grass, lawns, trees, shrubs, plants, spraying of insecticides, pesticides. The successful bidders shall have to protect the entire properly by providing adequate number of security personnel.
- If it is found that the trees are uprooted or die due to non maintenance, penalty shall be imposed upon the said agency and legal action may be taken up in this regard.
- The agency will follow the general guidelines as may be suggested by the Executive Officer, DSDA.
- The successful bidder whose offer may be accepted will have to execute an agreement 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.
- The date of commencement of this contract will be the date of this agreement and this contract will initially be for a period of 01(One) year which may be extended for another 2(two) years subject to satisfactory performance of the agency alongwith due approval of the DSDA.
- The Authority reserves the right to reject any or all of the offers received without assigning any reason whatsoever.
- The Authority shall be entitled to terminate contract if the services of the agency be found unsatisfactory on giving 30(thirty) days notice to the agency.
- The equipments for maintaining the area such as Pump set, pipe, broom, belcha, bleaching, spade etc. are to be provided by agency and should be kept in his/her own premises.
- The collected waste materials have to be dump at the site provided by DSDA.
- The agency should produce the details of staff list to this office and have to be a unique uniform, by which they can be identified.
- The workers may change but it may be informed to the office.
- The agency should maintain complete hygienic condition.
- DSDA will not be held responsible for any incidents or disputes that may occur with those engaged by the agency for the work and no compensation will be paid by the DSDA on account of any such issues.
- If the Agency/Concern committing any violation of the terms and conditions, the DSDA would be at liberty to terminate the agreement by giving 30(thirty) days written notice to the Agency/Concern.
- The agency may also terminate this agreement with DSDA by issuing notice in this regard in writing before 30(thirty) days of the date of termination.
- The Bid must be submitted online within stipulated date & time mentioned above.
- 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.
- The Agencies/Concern is required to visit and discuss the matter with the authorized personnel to get acquainted about the said before submission of offer. The bidder shall

furnish documentary evidence that he has the financial, technical and operational capability necessary to perform the contract.

- The entry of this property is free for all. No entry charges will be imposed by the selected licensee.

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.*

Dated : 17.04.2023

Memo No. : 690 /DSDA/2023-24

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.
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. Reception / 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/ 2023-24.

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