

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

Ph.: (03220) 299901, Fax-299902, e-mail : eddsda@gmail.com Web.: www.dsda.org.in

NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 087/DSDA/ OF 2023 – 2024

Online Quotation is invited for operation & maintenance of Guest House of DSDA (DIGHI) at Old Digha under DSDA.

Digha Sankarpur Development Authority, under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites online Quotation is invited for operation & maintenance of Guest House of DSDA (DIGHI) 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	:	Operation & maintenance of Guest House of DSDA (DIGHI) at Old Digha under DSDA.
2.	Scope of work	:	The entire area Guest House of DSDA (DIGHI) at Old Digha under DSDA shall have to be neat & clean daily. The bidder shall have to guard & clean the whole area properly, housekeeping, gardening, planting, trimming the grass, trees, regular watering, sweeping the area, operation & maintenance of all electrical panel & electrical equipments like Fan, lights etc. and maintenance of wiring system by skilled electrician. The agency shall have to maintain of all existing trees, plants, shrubs, hedges, lawns, flower beds, fencing that are earmarked for and different types of cutting including earth work, and fertilizers and leveling etc. The agency shall have to clean the water body day to day and operate all home appliances etc. regularly. This job also includes regular watering of grass, lawns, trees, shrubs, plants, spraying of insecticides, pesticides. The cost of fertilizers shall be borne by the agency.
3.	Amount of Earnest Money	:	Rs. 34,000/- (Rupees Thirty-four thousand) only
4.	Amount of Security Money	:	25% of the quoted amount shall have to be deposited by the successful agency as Security money.

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of NIQ	: <u>17.10.2023</u>
2	Document download start date	: 20.10.2023 at 6.00 P.M.
3	Document download end date & time	08.11.2023 upto 3.00 P.M.
4	Bid submission start date	20.10.2023 at 6.00 P.M.
5	Last date of online submission of Technical Bid and Financial Bid .	08.11.2023 upto 3.00 P.M.

6	Opening of Tender Technical Bid at the office of the Executive Officer, DSDA	: <u>10.11.2023</u> at 3.00 P.M.
7	Opening of Tender Financial Bid at the office of the Executive Officer, DSDA	: Will be informed later.
	Validity of bid	: 60 days w.e.f the date of opening of Quotation.
9	E-Tender/EOI registration and bidding	: <u>ONLINE BIDS :</u> 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/NIQ are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Training on e-tender/NIQ can also be availed from Office of the EO, DSDA if desired by the bidder during office hours. • Online NIQ can be submitted by logging in www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in <u>ONLINE BID SUBMISSION :</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect.
10	Training for submission of Quotation online	: Training on submission of Bid in online Quotation or etc. will be given to the bidders on request.
11	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.

Duration of Contract :

The duration of the contract shall be for 1(one) year only.

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 Quotation

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

2. Submission of Quotation

The Quotation 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 Quotation 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 Quotation 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 Quotation Documents.
- iv) **Submission of Quotation :** General process of submission, Quotation 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) NIQ (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 Quotation documents must be uploaded online for participating in this Quotation. 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) Name and address, registration in detail of Firm / Company / Agency with name of proprietor or partner etc.
- ii) Application Form with **Annexure -I, II & III**
- iii) Completion Certificate with BOQ in **Form - I** and details of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies, with requisite single tender value.
- iv) Income Tax return of last financial year.
- v) PAN Card.
- vi) Trade License.
- vii) Latest Professional Tax return.

- viii) GST registration certificate.
- ix) Latest GST return.
- x) Credential Certificate. The agencies shall have to submit the credential certificate amounting to not less than Rs. 6.80 Lakh in similar nature of work within last 05(five) years.
- xi) Completion Certificate. It is noted that **Payment certificate will not be treated as credential.**
- xii) The personnel to be provided by agency shall possess requisite valid supervisory certificate (SCC Part no 1,2,4, 6A, 7A, 9, 10, 11) and valid appointment documents of supervisor of which the EIC may ask for verification at any time during the period of contract. Declaration of appointment shall be uploaded (Agreement allowed).
- xiii) Electrical Contractor License (Agreement allowed).
- xiv) PSARA License (Agreement with license holder allowed).
- xv) Bank Solvency Certificate, minimum value Rs. 35,00,000/- (Rupees Thirty-five Lakh only) or above and date of which shall not be more than 6 (six) months before the publication date of the e-NIT.
- xvi) List of projects undertaken during last five years.
- xvii) Details of Plant & Machineries with supporting papers available with the tenderer.
- xviii) Details of Technical Personnel with supporting papers available with the tenderer.
- xix) Audited Balance Sheet of last three financial years (**authenticated by Chartered Accountant**) and **Form - II** for establishing average Annual Turnover in contractual business.
- xx) Information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter.

Note: The Quotation 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.

3.1.3 Average Annual Turnover :

Average Annual Turnover during last 3 (three) years should be more than Rs. 8.50 Lakh.

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 year (365 days) 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 guarding, gardening, planting trees, watering regularly, trimming leaves, giving fertilizers, protecting from outsiders, operating all electrical Panel & electrical equipments like A.C., Lift, CCTV Camera, EPABX, maintaining all wiring system etc. by skilled electrician.
- The agency shall have to maintain of all existing trees, plants, shrubs, hedges, lawns, flower beds, fencing that are earmarked for and different types of cutting including earth work, and fertilizers and leveling, spraying of insecticides, pesticides. The successful bidders shall have to operate & maintain the entire property.
- The cost of fertilizers, pesticides shall be borne by the agency.
- 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.
- Regular electrical equipments/items to be checked.
- Regular operate the electrical equipments like Fan, lights etc. at said Guest House.
- 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 be for a period of 01(One) year.
- 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 strictly prohibited. Without identity card issued from this office will not be entertained to enter into this property.

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.dsd.org.in and www.wbtenders.gov.in


Executive Officer

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

Dated : 17.10.2023

Memo No. : 2310 /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. Reception / Notice Board.


Executive Officer

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

ANNEXURE - I

APPLICATION FOR Quotation

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

Ref: - Quotation for _____

_____.

E.O.I.No. : _____ (Sl. No. ____)/DSDA/ 2023-24.

Dear Sir,

Having examined the Technical cover, OID cover & all other Quotation 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 NIQ 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

SAMPLE FORMAT FOR AFFIDAVIT

Sri....., S/o Sri.....,
aged..... Years, Residing at.....,
Proprietor/Partner/ Director of, do hereby
solemnly affirm and declare in connection with "Online Quotation is invited for
operation & maintenance of Guest House of DSDA (DIGHI) at Old Digha under
DSDA" as follows:

- 1) That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
- 2) If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments /apparatus as listed below immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the Engineer in Charge.

Sl No.	Plant, Machineries and Equipments*	Minimum Quantity	Make	Availability (Owned/Leased)
1	Brush cutter	2		
2	Head Cutter	2		
3	Lawn mower	2		
4	Water Tanker	2		
5	MEGGER			
6	Multi Meter			
7	Clamp Meter			
8	Plier			

*(attached supporting documents i.e. Receipt of full payment, Receipt of Delivery, way bill & Road challan from factory to delivery spot, maximum age of the plants, machineries will be 5 years as on the date of publication of the NIT.)

- 3) We would deploy at site all necessary Technical Personnel as listed in ITB for efficient contract management and supervision of works with a view to achieving best quality of works at site.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons	Name of employee
1.	Site Supervisor	Diploma in Civil Engg. (Minimum)	3 years		
2.	Site Supervisor	Diploma in Elec. Engg. (Minimum)	3 years		

- 4) We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
- 5) Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.
- 6) The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor

Name: Place:

Date:

FORM - I
CREDENTIAL CERTIFICATE

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for - Similar nature of works.	:	
Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.			

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub- items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

FORM - II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2020-2021		
2	2021-2022		
3	2022-2023		
Total			
Average Turnover			

Note

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

Signature of the Bidder

ANNEXURE-III

EXPERIENCE PROFILE

Name of the Firm :

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO A VALUE OF NOT LESS THAN THE DESIRED VALUE OF THE TENDER

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Work Order Date	Date of completion of work as per work order	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

Signature of the Contractor/company/agency

- 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.
 - (c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information's that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.
 - (d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.
 - (e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.