



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(under Urban Development & Municipal Affairs Department)

1st Administrative Building,
City Centre,
Durgapur – 713216

Vivekananda Sarani, Senraleigh Road,
Near Kalyanpur Housing More,
Asansol -713305

Memo No.: ADDA/DGP/ESTT/VII/31/B/Pt-I/662

Date: 16/05/2023

NOTICE INVITING E-TENDER

Name of the Work: Deployment of the Security Guard, Gunman, Office Attendant & etc. on hire charges basis for 2 years at Asansol Durgapur Development Authority.

E-tender is hereby invited by the Chief Executive Officer, Asansol Durgapur Development Authority from bonafide, reliable, resourceful and experienced tenderer/bidder for deployment of the following personnel for the work mentioned in the Table below separately (submission of tender through online):

Sl. No	Name of the Work	Numbers	Estimated Amount for daily rate (Rs)	Total Estimated Cost for 2 years (Rs.)	Earnest Money (Rs)	Cost of Documents	Period of deployment	Eligibility of Tenderers
1	Deployment of (a) Security Guards (Unskilled Category)	83	376.00	2,32,18,752.00	50,000.00 (Rupees Fifty Thousand) only [successful bidder should be abided by the clause no.13]	Intending bidders shall not have to pay the cost of tender documents for the purpose of participating in E-tender.	2 (two) years plus 1 year renewal	Bonafide, resourceful Firms/Agencies having requisite sufficient capacity and financial background pointed below.
	(b) Office Attendant (unskilled)	24	421.00	75,17,376.00				
	(c) Cleaning Person (unskilled)	9	376.00	25,17,696.00				
	(d) Gardener (unskilled)	4	376.00	11,18,976.00				
	(e) Cook (Semi-skilled)	2	414.00	6,16,032.00				
2	Employees Contribution for EPF (12%)	122		41,98,660.00				
3	Employees Contribution for ESI (0.75%)	122		2,62,416.00				
4	Bonus (maximum 8.33%)	83		19,34,122.00				
5	Dress (annually 01 set) (Rs.1200/- per person per year)	83		1,99,200.00				
	TOTAL			4,15,83,230.00				

• Rate to be place in following format in NIQ

Sl. No.	Details	Rate per month
1.	Wages for each categories-	[For Sl.No.1 (a), (c), (d), (e)]
	a. Security Guard (unskilled)	As per West Bengal Labour Commission rate published in January,2023 (videNo.02/Stat/2RW/9/2022/LCS/JLC dt.16.01.2023)
	b. Office Attendant (unskilled)	
	c. Cleaning Person (unskilled)	[For Sl.No.1 (b)]
	d. Gardener (unskilled)	As per West Bengal Labour Commission rate published in March 2023 (Vide No.09/Stat/12RW/03/2023/LCS/JLC dt.20.03.2023)
	e. Cook (semi skilled)	
2.	E.P.F. (on Sl.No.1 as per norms)	Sl.No.2, 3, has been fixed as per Rules.
3.	ESI (no Sl.No.1 as per norms)	
4.	Bonus	Sl.No.1 (a) - 8.33% on wages and Sl.1 (b), (c), (d), (e) as per G.O.No.1481-F(P2)/FA/O/2M/493/12 dated 28.03.2023
5.	Dress (on Sl.No.1)	
6.	Service Charge (composite on Sl. No 1 to 5 on %)	Only rate to be putted by the Tenderer in the forms of Service Charge per month per person.



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1. In the event of e-filing, intending bidder may download the tender documents from the website: - <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. has been stopped for e-tender procurement vide memorandum no 3975-F(Y) dated 28.07.2016 . Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name & IFSC Code and e-Procurement Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid Documents.
2. **Financial Bid is to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.**
3. Both Technical bid and Financial Bid are to be submitted concurrently in two separate envelopes online.
4. The Technical Bid and Financial Bid have to be submitted on or before **26.06.2023 at 5:00 p.m.**
5. The **Financial Offer** of the prospective Tenderer will be considered only if the **TECHNICAL Documents** of the Tenderer are found qualified by the Authority.
The decision of the committee headed by the Authority will be final and absolute in this respect. The list of qualified tenderer will be displayed both in the website and in the notice board of the Office of the ADDA, City Centre, Durgapur-713216 & on the scheduled date and time.
6. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
7. Bid shall remain valid for a period not less than 120 days after the deadline date for Financial Bid submission.

8. Important Information

DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (Online Publishing Date)	05.06.2023 at 10:00 a.m.
2	Documents Download start date (Online)	05.06.2023 at 10:00 a.m.
3	Documents Download end date (Online)	26.06.2023 at 5:00 p.m.
4	Bid Proposal Submission start date (Online)	05.06.2023 at 10:00 a.m.
5	Bid Proposal Submission end date (Online)	26.06.2023 at 5:00 p.m.
6	Date and time of opening of Technical Proposals (Online)	29.06.2023 at 12:30 p.m.
7	Date of uploading list for Technically Qualified Bidder (Online)	03.07.2023 at 2:30 p.m.
8	Date of opening of Financial Proposal (Online)	Intimate to be later
9	Venue of Bid Opening	ADDA Durgapur Office
10	Validity of tenders	120 days after opening of financial bid
11	Total number of pages of NIQ Document	10 pages



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9. LOCATION OF CRITICAL EVENT
- a) Address for opening of tender :
- Chamber of the Assistant Executive Officer, ADDA, Durgapur, Dist.-Paschim Bardhaman.
10. **Credentials and Turnover requirements for eligibility.** (submitted in Technical Bid)
- a) Turnover of the firm must be 50% of gross submitted offer value in last 3 years average as per Income Tax return (Assessment Year 2019-20, 2020-21, 2021-22) supported in 24AS of Income Tax/Audited Balance Sheet.
- b) Work order and Completion certificate for deployment of similar numbers of manpower (at least 50) in a single order only to be allowed.
- c) Bank solvency certificate for two months against the gross offer value issued not earlier than 6 months from date of notice.
11. **No interest would be paid on the Security Deposit.**
12. All tenderers are requested to present in office of the Assistant Executive Officer, ADDA, Durgapur, Paschim Bardhaman, Durgapur-713212 during opening of the financial bid.
13. **Earnest Money:** The amount of Earnest Money Rs. 50,000/- (Rupees Fifty Thousand) only for each Sl.No. mentioned in the above, should be remitted his net banking enabled bank account, maintained at any bank or offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal. This clause is also applicable for all categories of applicants except those are exempted as per Government Order no.1110-F, dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal. As per memo no. -3975-F(Y) dated 28/07/2016 of Finance Department, Audit Branch, Govt. of West Bengal, the system of online submission of Earnest Money Deposit / Tender fees by the bidders participating in e-procurement through state Government e-procurement portal of State Govt. departments and its subordinate offices, PSUS, Autonomous and Local Bodies, PRIs etc. will be mandatory with effect from 1st September, 2016. Refunds / settlements will be made as per procedures laid down in the said memo. Therefore, with effect from 1st September, 2016 no Demand Draft or anything like this will be entertained as Earnest Money Deposit / Tender fees in respect of e-Tender.
14. Balance amount of Earnest money if any required (calculated on the basis of 2% of total quoted value) has to be deposited by the successful bidder(s) before issuance of work order by “ADDA”. The earnest money of the successful bidder (being converted to security deposit) deposited, will remain under the custody of the department till satisfactory completion of the work in full.
15. As per Memo No. 547-W(C)/1M-387/15 dated 16/11/2015, Government of West Bengal introduced panel measures of Suspension and Debarment of Contractors Suppliers and Consultants who are participating in tender process as well as selected for Works for their false declaration or forgery or falsification of records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay in execution of the works or execution of faulty works. The detailed guidelines are annexed in the said memorandum.
16. The bidder, at his own responsibility and risk is encouraged to visit and examine the details of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in this NIQ before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense. No additional claim will be entertained later on.



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17. The Authority reserves the right to reject any or all the bids and / or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any expenditure that might have been incurred by any tenderer at the stage of bidding.
18. REFUND OF EMD: EMD will be refunded to all the Bidders except successful one within one month from the date of acceptance of successful Bid.
19. The intending tenderers are required to quote the rate online only.
20. Successful tenderer/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 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
21. During scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and / or any other paper(s) of any bidder/tenderer has/have been found incorrect/manufactured/fabricated, that bidder will not be allowed to proceed in the bid process further and penal action may be initiated by the department against the bidder along with rejection of his bid. Joint Labour Commissioner, Asansol Zone reserves the right to cancel the e-NIQ at any time and no claim in this respect will be entertained.
22. In case of any objection regarding technical evaluation by an intending bidder that should be lodged before the Authority within 48 hours from the date and time of online publications of list of qualified Bidder after Technical Evaluation and beyond that time schedule no objection will be entertained.
23. At any time the e-NIQ inviting authority may verify the originals as submitted by the intending tenderers and he must co-operate with the department in all manners and if any false/incorrect/fabricated documents are found his tender will not only be rejected; penal action as decided by the department will also be imposed upon him.
24. If any discrepancy arises between two similar clauses on different notification(s), the clauses as stated in later notification will supersede the former one in the following sequence:
 - (i) Special Terms and Conditions
 - (ii) e-NIQ
25. With whom the acceptance of tender vests: Chief Executive Officer, ADDA.
26. Intending tenderers are required to submit online self-attested photocopies of valid partnership deed (in case of partnership firm), Memorandum of Company (if registered under companies Act) current P.TAX deposit challan / professional tax clearance certificate, PAN Card, GST Registration Certificates, trade license, EPF & ESIC registration certificate, valid license under provision of West Bengal Private Security Agency Regulation Act 2005 and West Bengal Private Security Agencies (Regulation) Rules 2009, credentials.
27. All intending tenderers are requested to be present during online opening of bids / tenders positively, if considered necessary, instant offline bid may be conducted immediately after opening of bids to lower down rated and in no case his/their absence will stand against holding such bid.
28. No work shall be commenced or liability incurred until the work-order issued.



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29. The acceptance of the tender will vest with the Chief Executive Officer, ADDA Asansol / Durgapur who does not bind himself to accept the lowest tender & reserve the authority to reject any or all the tenders received without assigning any reasons.
30. If any tenderer/bidder withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, the EMD so deposited will be forfeited and he shall be disqualified for submitting tender to this department for minimum period 2 (two) years and may be extended for further 01 year or completion of financial bid of next tender.
31. Power of attorney holders are not allowed to sign Tender Document unless otherwise properly authenticated by the competent Authority of the organisation/ company.
32. **Successful tenderer will be required to observe the following conditions strictly:**
- Employees' Provident and Miscellaneous Provision Act, 1952 and Employee State Insurance Act, 1948 should be strictly adhered to whenever such Acts become applicable.
 - Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments within the time as per law. Payment, wherever applicable has to be made. At the time of bidding the tenderers/bidders will have to quote the prescribed current rates w.e.f. 01.01.2023, as mentioned in the minimum wages notification issued by the State Government for respective categories of workers. Quoting of any rate below the minimum wages for any category of workers as mentioned in the tender will be liable to reject.
 - All statutory benefits viz. P.F., E.S.I. & Bonus would be calculated and quoted on minimum wages. Any deviation/breakup of minimum wages will not be accepted in such calculation.
 - Adequate safety and welfare measures must be provided as per provisions of the building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2004.
33. All liabilities arising out of engagement of workers are duly met before submission of bills for payment.
34. The tender documents & other relevant particulars (if any) may be seen by the intending tenderers during office hours in the Establishment Section, ADDA, Durgapur office, City Centre, Durgapur-713212 on all working days (except Saturday and Sunday and any other Govt. Holidays)
35. No joint venture is allowed.
36. Intending tenderers will have to satisfy the Authority about their capability & resourcefulness (yearly turnover of the intending tenderer) to complete such works within the scheduled time with their income tax, GST & professional tax clearance certificate along with GST registration certificate, as applicable while applying online to be technically qualified. The intending tenderers while participating in the tender shall have to furnish a list of works of similar nature & magnitude executed by them during the last 5 (five) years with necessary satisfactory completion certificate from any Government Organisations. In absence of the above details tender will be rejected.
37. Intending tenderers are requested to quote their consolidated rate online (inclusive of cost of man power, tools & tackles, machineries, necessary materials and management fee and service tax, if any etc.) as per person per day (both in figures and in words). No conditional/incomplete tenders will be entertained.



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38. The successful tenderer (Tenderers/Bidders) shall have binding with terms & conditions and special terms & conditions of this e-NIQ and with attached sheets.
 39. Selected contractor should engage personnel having public interaction skill, effective verbal and listening communication skills. The personnel should possess cultural awareness and sensitivity and be flexible.
 40. Selected contractor and his personnel must be conversant with legal regulations and safety issues and the contractor must ensure that safety standards and buildings regulations are met.
 41. Selected contractor should ensure that none of his personnel stays at site beyond duty hours unless otherwise instructed by concerned Officer.
 42. Selected contractor will have to submit to the Authority, the list of personnel with their photo, photo identity proof, address proof, license duly attested by the person concerned and by the contractor.
 43. Selected contractor shall take all possible care for Govt. Property & of any damages due to negligence of his workers, the contractor/Agency shall be responsible for all such damages & repair the same at his own cost.
 44. Intending tenderers should quote consolidated rate considering the services to be provided as per terms & conditions and special terms & conditions including cost of materials to render such services and also considering that all tools will have to be arranged by the contractor.
 45. Selected contractor should maintain an attendance register duly certified by the Concerned Officers. This register would always be available for verification by Higher Authority and other officials concerned with the Office of the Joint Labour Commissioner, Asansol & Durgapur Zone.
 46. Selected contractor would be responsible to ensure payment of minimum wages to the engaged persons as per Labour Department's circular in vogue and modified from time to time.
 47. For any unsatisfactory performance of any personnel, the contractor will be responsible.
 48. Personnel engaged by the contractor if found guilty of any misconduct will be expelled without prior intimation to the contractor/ agency. Post facto notice will be served for appraisal.
 49. The selected contractor shall submit monthly bill to the concerned officer after completion of each month for payment along with certified attendance, wages payment statement, EPF, ESI payment Challan etc.
 50. The contract may be terminated by giving one-month notice on either side and on this event, no claim for idle labour etc. shall be entertained.
 51. Arbitrations will not be allowed for the work. The clause 25 of 2911(ii) is to be considered as deleted clause vide gazette notification no. – 558/SPW -13th December, 2011.



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SPECIAL TERMS & CONDITIONS

a) For job of Security Guard

The Security Guards should be of Un-Skilled Category as specified in the Minimum Wages Schedule and will do the followings:

The job of Security Guard is general caretaking and protection of buildings of entire housing estate with infrastructures i.e. structure, door and window frames and shutters including all fixtures complete and roof top tanks, all external pipe line, all electrical equipment with complete wiring and its fittings; also main switches installation below stair case; sanitary and plumbing lines with valves, valve chamber, pathways, lamps, septic tanks, inspection pit, gabions etc. and all properties within the housing complex including all parts of boundary wall and the security guard against any loss and pilferage from the Housing Estate.

The Security Guards should wear uniform and should be equipped with security equipment provided by the contractor.

The duty hours of security guards would be 24 x 7 in three shifts per day.

b) For job of Gun Man

Trained Gun Man with valid arm license and others as notified in Skill worker specification.

c) For job of Office Attendant

Function as Group D or Peon.

INSTRUCTION TO BIDDERS / TENDERERS

General guidance for e-tendering / e-NIQ

Instructions/Guidelines for tenders/tenderers for electronic submission of the tenders/tenderers online have been annexed for assisting the intending tenderers to participate in e-NIQ/ e-tendering.

1. Registration of Contractor:

Any contractor willing to take part in the process of e-tendering (e-tender) will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbtender.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC):

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite amount. Details are available at the Web stated in clause – 2 of Guideline to bidder. DSC is given as a USB E – Token.

3. The contractor can search & download NIQ & Quotation Documents electronically from computer once he logs on to the website mentioned in clause-2 using the Digital Signature Certificate. This is the mode of collection of Tenders/Quotation Documents.



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4. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm (he has to be legally empowered to do so). If found to have applied separately in a single job, all his applications will be rejected for the job and penal action may be taken against him as deemed fit by the department.

5. **Submission of Tenders:**

General process of submission: Tenders are to be submitted through online to the website stated in clause-2 in two folders at a time for each work, one in technical proposal and the other in financial proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded (virus scanned only) duly digitally signed. The documents will get encrypted (transformed into non-readable format).

A. TECHNICAL PROPOSAL:

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

A-1. Statutory Cover File Containing

- i. Scan copy of Challan of RTGS/NET BANKING towards earnest money (EMD) as prescribed in the e-NIQ
- ii. NIQ (properly uploaded and digitally signed).

(The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid)

A-2. Non-Statutory/Technical Documents

- i. Professional Tax Clearance certificate/Professional Tax Deposit receipt, Challan for the financial year 2020-2021, PAN Card, GST Registration Certificate.
- ii. Registered deed of partnership firm.
- iii. Trade license from the respective municipality/panchayat etc.
- iv. Requisite credential certificate.
- v. Requisite turnover documents at par with 26AS of TDS deduction at source.
- vi. Credential for completion of similar nature of work executed under any Government organisations during last 5 (five) years prior to the date of issue of this e-NIQ is to be furnished. Scanned copy of Original Credential Certificate as stated Clause 39 of General terms and conditions of this e-NIQ.
- vii. The firm shall be financially sound, and submit annual turnover and audited financial statement for the last two financial years available.
- viii. Bank Solvency Certificate of minimum Rs. 15,00,000/- (Rupees Fifteen Lakh) only
- ix. IT Return for last three years.
- x. Current GST Return submitted.

Note: Failure of submission of any of the above-mentioned documents will render the tender liable to be rejected for both statutory & non-statutory cover.

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THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non-Statutory Documents" to send the selected documents to Non-Statutory folder. Next click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. PAN CARD 2. P. Tax challan (2022-2023) 3. Valid Trade Operating Status /Licence 4. GST Registration certificate 1. EPF & ESI Registration Certificates 2. West Bengal Private Security Agency Regulation Act 2005 and West Bengal Private Security Agencies (Regulation) Rules 2009
B	Company Details	Company Details- I	1. Company profile 2. Income Tax Returns of last two years and balance sheet 3. Work completion certificate for similar nature of work. 4. Turn over details along with 26AS/ Audited Balance Sheet
C	Credential	Credential	As mentioned in the NIQ.

- I. Opening of Technical Proposal: Technical Proposals will be opened by Authority at ADDA, Durgapur Office. This will be done electronically from the website stated using their Digital Signature Certificate.
- II. Intending tenderer may remain present if they so desire.

B. FINANCIAL PROPOSAL:

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ)
- iii. Downloaded copies of the above documents are to be uploaded after virus scanning is done & digitally signed by the contractor.
- iv. Opening of Financial Proposal: Financial Proposals will be opened by the Chief Executive Officer, ADDA or his representatives as per the terms of e-tendering process. This will be done electronically from the website stated using their Digital Signature Certificate.
5. Award of Contract: The Bidder/Tenderer whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.
6. For further enquiry please contact System Manager, ADDA, Durgapur.

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Chief Executive Officer,
Asansol Durgapur Development Authority



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Memo NO :- ADDA/DGP/ES# /VII/31/B/Pt-I/662 (8)

Date: 16.05.202

Copy forwarded for information & request display in the notice Board for wide circulation and necessary action to:

1. The Hon'ble Chairman, ADDA for his kind information and record.
2. The District Magistrate, Paschim Bardhaman
3. The Assistant Executive Officer, ADDA, Asansol.
4. The Assistant Executive Officer, ADDA, Durgapur.
5. The Executive Engineer, ADDA, Asansol.
6. The Finance Officer, ADDA
7. The System Manager, ADDA, Asansol for release and upload in website.
8. Guard File.

✓
Chief Executive Officer,
Asansol-Durgapur Development Authority