



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

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

1<sup>st</sup> Administrative Building,  
City Centre,  
Durgapur – 713216

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

Memo. No. ADDA/ASL/634/VI-71

Date. 05/12/2023.

## NOTICE INVITING TENDER

**Name of the Work: Supply, Complete Installation, Testing and Commissioning of CC TV surveillance system along with necessary accessories with 36 (thirty-six) months comprehensive maintenance service at Subhaspalli Vidyaniketan Girls' High School, P.O.- Hirapur, Dist.- Paschim Bardhaman.**

### **Tender Notice No. 03/EST/2023-2024**

Application for E-Tender is hereby invited by the Chief Executive Officer, Asansol Durgapur Development Authority from Manufacturer or their Agent/ reputed organization / bonafide, reliable, resourceful and experienced agencies / firm for **Supply, Complete Installation, Testing and Commissioning of CC TV surveillance system along with necessary accessories with 36 (thirty-six) months comprehensive maintenance service at Subhaspalli Vidyaniketan Girls' High School, P.O.- Hirapur, Dist.- Paschim Bardhaman.** Particulars of the Job with salient features are mentioned below:

Item	Description of work	Initial Earnest Money Rs.	Period of Completion	Defect Liability Period	Specifications
1.	<b>Supply, Complete Installation, Testing and Commissioning of CC TV surveillance system along with necessary accessories with 36 (thirty-six) months comprehensive maintenance service at Subhaspalli Vidyaniketan Girls' High School, P.O.- Hirapur, Dist.- Paschim Bardhaman.</b>	5,000/-	15 days	36 months	As per BOQ

#### **The terms and conditions: -**

1. In the event of e-filling, intending bidder may download the tender documents from the website: <https://wbtender.gov.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid / Financial Bid. The Financial Bid of the prospective Bidder will be considered only if the Technical Documents (Statutory & Non-Statutory) and equipment specification of the Bidder found qualified by the Tender Selection Committee. The decision of the Tender Selection Committee will be the final and absolute in this respect.

As per notification no.- 199-CRC/2M-10/2012 dt.21.12.2012 of the Secretary, Govt. of West Bengal, the intending tenders shall not have to pay the cost of tender documents in case of participation in e-tender except the lowest tenderer at the time of formal agreement.

2. Any Bidder willing to take part in the process of e-Tendering will have to enrolled and Register with the Government e-procurement system and they can do so by visiting <https://wbtenders.gov.in> (herein after mentioned as the "prescribed website" or "website" or "e-tender website") and following link on e-tendering site (herein mentioned as the "Prescribed web portal" or "web portal" or "e-tender web portal").
3. The bidder can search and download NIT & Bid Document electronically from the above website once he / she / they log(s) on to the website mentioned above using the Digital signature Certificate. This is the only mode of collection of Tender / Bid Document.



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4. Both Technical bid and Financial Bid, duly digitally signed, are to be submitted concurrently in the “prescribed website”. All the documents, to be scanned and uploaded in the web portal must be in English language. The Bids are to be submitted online in the website/web portal in two folders at a time, one each for Technical Bid and for Financial Bid, before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded are to be scanned for viruses and are to be duly Digitally Signed. The Technical proposal should contain scanned of the following further two covers (folders).
5. Tender items schedule properly filled & uploaded the same digitally signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in others paper the Bid liable to summarily rejected.
6. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this Division w.e.f. 01.10.2015. 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 (ICICI Bank) & IFSC Code and e-Proc 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.
7. Earnest Money: The Initial Earnest Money to this amount of Rs. 5,000/- (*Rupees five thousand only*) should be compulsorily deposited through online by the Tenderer / Bidder as mentioned in clause 2 as per memo no. -3975-F(Y) dated 28/07/2016 of Finance Department, Audit Branch, Govt. Of West Bengal.
8. 2% of the Quoted Price to be deposited in the form of Earnest Money by the successful Tenderer / Bidder. Hence successful Tenderer / Bidder must deposit the balance amount i.e. [(2% of total quoted price) – Rs. 5,000/-] in the form of Demand Draft in favour of “Asansol Durgapur Development Authority”, payable at Asansol. The Earnest Money of successful Tenderer / Bidder will be converted into **Security Deposit**.
9. 8% of the bill amount shall be deducted as Security Deposit so that the total Security Deposit becomes 10% of total quoted price. The Security Deposit shall be refunded after **36 (thirty-six) months** towards the Liability Period after successful completion of comprehensive maintenance service. If any problem arises during this period the concerned agency must attend to be same promptly and solve the problem, failing which the Security Deposit shall be forfeited.
10. If any equipment is damaged by the contractor during installation / maintenance within warranty period fully repaired or replaced by them.
11. No interest would be paid on the Security Deposit / EMD.
12. The intending Bidders are required to quote the rate through online only in e-tendering system of Govt. of West Bengal.
13. The grand total of the rates of all items will be considered for selection of lowest bidder.
14. The quoted rates inclusive all taxes, duties, transportation charges and other expenses.
15. Intending Bidders 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 (*Current Year*), PAN Card along with last 3 (three) years IT Returns, GST Registration Certificates, Trade License (*Current Year*), Credentials of similar type of works in any Govt. organisation (*not more than 3 years old*), **Tender specific Authorisation Certificate from the OEM, Technical Documents should contain Model Number / details of the Products quoted with Technical Data Sheet conforming to the BOQ Specifications**, Bank Account Details of the Bidder, **Annexure – I and Annexure - II** to be submitted along with the Technical Bid documents.



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16. As per memo no. 547-W(C)/IM-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 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.
17. Bidders should have support centre at Asansol. In case of support through service partners details of such service partners to be attached.
18. 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.
19. Both technical Bid and Financial Bid will have to be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website and submission of Technical Bid / Financial Bid will be done as per Tender Specification. The documents submitted by the Tenderers should be properly indexed and be self-attested with seal.
20. Eligibility criteria for participation in tender:
  - (a) The prospective Tenderers shall have satisfactorily completed as a prime agency.
  - (b) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Registered Article of Association and Memorandum.
  - (c) Any change of BOQ will not be accepted under any circumstances.
  - (d) No Joint venture Firm/ Consortium will be entertained.
  - (e) Tenderers should note that conditional tender will be rejected without showing any reason for such rejection.
  - (f) 2% GST and 10% of Total Quoted Price as Security Deposit will be deducted from every bill of the selected agency, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017, Royalty, GST & all other Statutory levy / Cess will have to be borne by the contractor.
  - (g) Other necessary deductions from the bill amount is applicable as per norms.
  - (h) No Mobilisation Advance and Secured Advance will be allowed.
  - (i) Agencies shall have to arrange storing of materials, labour, etc. at their own cost and responsibility.
  - (j) Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days after the dead line date for Financial Bid / Sealed Bid. "
  - (k) Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."
- (l) Date & Time Schedule :-

Sl.No.	Particulars	Date & Time
1	Date of start online downloading the document etc.	11.12.2023 from 10:00 Hrs. IST
2	Date of closing online downloading the document etc.	19.12.2023 at 16.00 Hrs. IST
3	Date of closing online submission of Technical & Financial Bid.	19.12.2023 at 16.00 Hrs. IST
4	Date of opening of Technical Bid at Office of the Assistant Executive Officer, ADDA, Asansol.	22.12.2023 at 14:30 Hrs. IST
5	Date of Opening of Financial Bid at the Office of the Assistant Executive Officer, ADDA, Asansol.	To be intimated later.



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- (m) The Tenderer's own responsibility and risk is encouraged to visit and examine the site 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 the Notice Inviting Tender, the cost of visiting the site shall be at the Tenderer's own expense.
- (n) The intending Tenderers shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. ADDA will have sole discretion to decide the eligibility of contractors on the basis of his submitted documents & reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.
- (o) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Tenderers' before bidding.
- (p) In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
- (q) No **CONDITIONAL / INCOMPLETE TENDER** will be accepted under any circumstances.
- (r) In case of Quoting rates, no multiple lowest rate will be entertained by the Department.
- (s) The Authority reserves the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- (t) During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, that tenderer will not be allowed to participate in the tender and that application will be outrightly rejected without any prejudice.
- (u) Before issuance of the work order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture of false in that case, work order will not be issued in favour of the lowest tenderer under any circumstances.
- (v) The successful Tenderer / Bidder will have to go for a formal agreement with ADDA after issue of work order. The "Formal Agreement Paper" is require to be collected from Cash Section of ADDA office, Asansol with relevant fees.
1. Any Corrigendum and addendum will be published through website: [www.addaonline.in](http://www.addaonline.in) or [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

Memo No.: ADDA/ASL/634/11(5)/VI-71

  
Chief Executive Officer,  
Asansol-Durgapur Development Authority.

Date: 05.12.2023

Copy forwarded to :-

- (i) The AEO, ADDA, Asansol.  
(ii) The Finance Officer, ADDA  
(iii) PA to Hon'ble Chairman, ADDA with a request to place it before Hon'ble Chairman, ADDA.  
(iv) System Manager, ADDA Asl. - with a request to publish in office website.  
(v) Notice Board.



  
Chief Executive Officer,  
Asansol-Durgapur Development Authority.

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To be filled by the tenderer/ Bidder in his Letterhead Pad &  
to be submitted with the technical bid.

## ANNEXURE-I

Name of the Work / Tender : .....

N.I.T No. & Sl. No. with date : .....

1. Name of the Agency/Bidder : .....

2. Address: .....

3. Contact No.

Mobile No. : .....

Telephone No. : .....

E-mail Address : .....

4. PAN No. : .....

5. GSTIN. No.: .....

6. Trade Licence: ..... Valid Up to .....

7. Bank Details: .....

8. List of Credential Submitted with the Tender Documents in technical part :-

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....



.....  
Name of the Contractor/tenderer

.....  
Full Signature of the authorized signatory.

.....  
Initial of contractor/Tenderer  
with stamp



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## ANNEXURE – II

### DECLARATION BY THE TENDERER / QUOTATIONER

I / We have inspected the site of work and have made myself / ourselves fully acquainted with local condition in and around the site of the work. I / We have carefully gone through the Notice Inviting Tender / Quotation and other documents mentioned therein along with the drawing attached (if any). I / We have also carefully gone through the Component of Materials as specified with necessary accessories and Quantities.

My / Our quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender / Quotation to complete the proposed construction as per specifications / drawings (if any) referred to the above in all respect.

I / We promise to abide by all the stipulations of the contract documents and will carry out and complete the work to the satisfaction of the authority.

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

I / We do hereby certify that all the statements made / all documents submitted are **true and correct**. In case of any information submitted proved to be false or concealed, this authority may take penalised action against myself / ourselves.

I / We would authorise and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Authority to verify this statement.

.....  
Name of the Contractor/tenderer

.....  
Full Signature of the authorized signatory.

.....  
Initial of contractor/Tenderer  
with stamp

