



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER,  
KALIMPONG-II DEVELOPMENT BLOCK, ALGARAH  
P.O. ALGARAH; DIST. KALIMPONG.

eNIT NO. 06 BDO/Kpg-II/e-NIT /STP/2019-20 Dated 20/08/2019,

NOTICE INVITING e-TENDER FOR PROVIDING SKILLED TECHNICAL PERSONNEL TO  
KALIMPONG-II DEVELOPMENT BLOCK, ALGARAH.

1ST Call

The Block Development Officer, Kalimpong-II Development Block, Algarah of West Bengal, invites e-tender from the bonafide and reputed Agencies having valid documents for supply of Skilled Technical Personnel for Kalimpong-II Development Block, Algarah P O - Algarah, Kalimpong District.


Sl No.	Category of manpower	No. of manpower required	Office Location	Earnest Money	Monthly FIXED Remuneration of Skilled Technical Person	Amount put to Tender	Remarks
1.	Skilled Technical Personnel	11 (Eleven)	Office of the Block Development Officer, Kalimpong-II Development Block, Algarah, PO: Algarah, District: Kalimpong	Rs. 25,000.00	@ Rs. 15000.00 (Rupees Fifteen Thousand Only)(Refer to Para 28 of this NIT )	Rs. 1,98,000/-	The Candidate has to possess Diploma in Civil Engineering (from any Govt. Recognized Institution) with one year working experience in engineering sector.

- In the event of e-filling, intending bidder will download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and earnest money will be remitted by net banking (any listed bank) through ICICI Bank payment gateway or through RTGS/NEFT.
- The Technical Bid and Financial Bid are to be submitted duly digitally signed in the website <http://wbtenders.gov.in>
- Eligibility criteria for participation in the tender :-
  - Any reputed Company/Agency having valid license from Competent Authority of Government of West Bengal under West Bengal Contract Labour (R&A) Act., 1970 and having credential of similar activities for at least 2 years under authority of State/Central Govt., State/Central Govt. undertaking/Statutory Bodies Constituted under the Statute of the Central/State Govt.
  - Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company

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or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall be registered in accordance with the provision of the Registration Act, 1908.

- (iii) **Registered Unemployed Engineer's Co-operative Societies** are required to furnish valid **Bye Law, Current Audit Report, Current N.O.C from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering.**
  - (iv) Joint venture will not be allowed to participate in the above NIT. A prospective bidder shall be allowed to participate in a single either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his application will be rejected for that job.
  - (v) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
  - (vi) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
  - (vii) **The bidder must have registrations like Goods and Service Tax (GST), PAN, EPF, ESIC, Contract Labour etc.**
  - (viii) The organization must possess valid license FROM ANY COMPETENT AGENCIES. The organization must be carrying out the business directly through staffs on rolls and does not sub contract any activity (as specified in the scope of work for this tender).
4. No mobilization/secured advance allowed.
  5. The selected bidder shall not be allowed to sub-contract a part or the whole work.
  6. The agency's employees, so deployed, shall not claim for any benefit/compensation/absorption/regularization of service with office and provision of Industrial Dispute Act.1947 or Central Labour (Regulation and Abolition) Act, 1970. Undertaking from person to this effect will be required to be submitted by the Service Provider to this end.
  7. Bids shall remain valid for a period not less than 120 (One twenty) days after the closing date for Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Authority, as non-responsive. If the bidder withdraws the bid validity the earnest money as deposited will be forfeited forthwith without assigning any reasons thereof. The rates quoted in the bid should be valid for one year from the date of engagement.
  8. Intending bidders may inspect the site for preparing bid and entering into a contract for the work as mentioned in the NIT towards assessment of nature of work and the duties & the responsibilities to be taken up during execution. No claim in this regard will be entertained.
  9. **Proof of payment of EMD towards Earnest Money Deposit (EMD) as prescribed in the NIT shall have to be uploaded online.** Exemption from depositing Earnest Money in terms of existing Govt. order may be considered if the request be uploaded with the copy of necessary valid/current document of original as mentioned above along with copy of relevant Government Order in this regard without fail.
  10. **Application Form in Annexure-A must be manually signed by filling all the details and same must be uploaded.**
  11. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Bid A, the tender is liable to be summarily rejected.

  
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## 12. Submission of Tender :

(a) All the tenders must be submitted online. The tender is to be submitted in Two Bid System.

### (i) BID "A"

One folder for "Essential Requirements of the Tendering Firm for Participation" shall contain all papers related to the essential requirements of the Tenderer for participation in the tender, viz.

#### Prequalification Documents:-

(A) Application in the Format prescribed in Annexure-A

(B) The prospective bidders shall have to submit the following papers :

SL. No.	Documents
1.	Valid Trade license for the year 2019-2020
2.	Valid PAN Card of Company/Agency
3.	GST Registration Certificate
4.	Payment Receipt / Challan of Goods & Service Tax ( GST) after 01.04.2019
5.	Declaration regarding claim of GST required or not. If required %age and amount of GST kindly be mentioned
SL. No.	Documents
6.	Valid ESI Registration Certificate. The copy of allocation letter and copy of latest valid remitted challans shall also be enclosed.
7.	Valid EPF Registration Certificate. The copy of allocation letter and copy of latest valid remitted challans shall also be enclosed.
8.	Valid Professional Tax Clearance Certificate of 2018-19
9.	Audited Balance sheet for last two years of the Company/Organization/Agency
10.	IT Return for three years i.e. for 2018-2019, 2017-2018,2016-2017
11.	Valid License under West Bengal Contract Labour ( R&A) Act, 1970
12.	Credential of Similar Activity for at least 1(one) years issued by a competent Authority of a State / Central Government, State / Central Government Undertaking / Statutory Bodies constituted under the statute of the Central /State Government.
13.	Registered Power of Attorney, if applicable.
14.	Proof of payment of EMD

### (ii) " BID B "

(a) Another folder as " Financial Bid " shall contain the Financial Bid with the consolidated Monthly Charge @ 15000.00 for one no. of Skilled Technical Personnel plus 20% of total values of 1 no. of Skilled Technical Personnel ( Service Charge that should include for the Agency Charge, Consumables etc. and Manpower Charge ) per personnel . The Manpower Charge is the minimum remuneration of (Rs. 15000.00) the persons deployed in the above cited prevailing rate excluding the employers' contribution to ESI, EPF etc which will be paid from 20% of support cost.

(b) The rates quoted shall be inclusive of all taxes, duties and other charges as applicable.

(iii) During the tender evaluation process, "BID A" will be opened first . Those tenderer who have qualified the essential requirements will be identified. On the basis of supplied documents, the Tender Selection Committee will assess the capability of the bidders of supplying the required manpower, then only their " BID B

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“ will be opened. The “ BID B “ of those Tenderers failing to meet the essential requirements of participating in tender will not be opened and be rejected.

(iv) The Tenderer quoting the lowest rate in “BID B” will be considered as successful.

(v) The decision of the Tender Committee will be final in this matter.

(vi) The intending tenderers are required to quote the rate online only.

(vii) The intending tenderers are required to quote the rate in figures as well as in words.

(13) Before starting the Deployment of manpower, the successful bidder should enter into an agreement either with the undersigned or with the fund providing authority .

(14) **The successful bidders shall supply manpower on temporary basis for six months from the date as will be mentioned in the agreement or till engagement as a Skilled Technical Personnel to The Block Development Officer whichever is earlier.**

(15) **Important Informations:**

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T Documents online (Publishing Date)	22.08.2019 at 18:00 hrs.
2.	Documents download start date (Online)	22.08.2019 from 18:55hrs. onwards
3.	Documents download end date (Online)	09.09.2019 at 18:00 hrs.
4.	Bid submission start date (Online)	22.08.2018 at 18:55 hrs.
6.	Bid submission closing date (Online)	09.09.2019 at 18:55 hrs.
7.	Bid opening date for Technical Proposals (Online)	12.09.2019 after 12:00 hrs.
8.	Date of evaluation of Technical Bid (Online)	13.09.2019 after 12:00 hrs
9.	Bid opening date for financial proposals(Online)	16.09.2019 after 12:00 hrs.
10.	Date of evaluation of financial bid (Online)	17.09.2019 after 12:00 hrs.

(16) Incomplete / conditional bid or bid with price variation clause will be rejected. The rate quoted shall remain fixed throughout the period of contract.

(17) The undersigned reserves all right to change the above schedule in case of any exigencies after putting up a notice in the website <https://wbtenders.gov.in> and office notice board.

(18) All the prospective bidders may remain present during opening of the Technical Bid and Financial Bid at the office of the undersigned.

(19) During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper are incorrect/manufactured/fabricated that bidder would not be allowed to participate in the tender and the application will be rejected without any prejudice.

(20) The Tender Selection Committee reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

(21) For assistance on procedure for e-tendering and for any queries in this regard bidders may contact the office of the undersigned.

(22) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding documents shall be reimbursed by the Tender Inviting Authority. The Tender Inviting Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.

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**(23) Performance Guarantee:**

(i) The organization must not have any record of poor performance, abandoned work, having being blacklisted by any Government/ Govt. Undertaking / Statutory Bodies constituted under the Statute of the Central/State Govt. Organization.

(ii) Contract may be terminated due to non-performance of the Performance deployment personnel for consecutive 15 (fifteen) working days. The authority will issue the notice of termination to the agency. Penalty will be imposed @ doubled that of the prevailing rate for the default period due to non-performance from the bill of the agency.

(24) 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 and the notification thereof or any other laws relating thereof and the rules made and order issued there under from time to time.

(25) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of said bidder under any circumstances and the earnest money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reasons thereof.

(26) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.

- a. Tender Application Form
- b. NIT
- c. Special terms & conditions
- d. Technical Bid
- e. Financial Bid.

(27) Qualification criteria:- The bidders shall have to meet all the minimum criteria regarding:

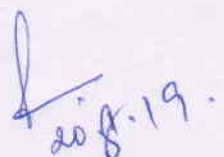
- a. Financial Capacity
- b. Technical Capacity
- c. Experience/Credential etc. as mentioned in para 12(a) (i) (B) above.

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is found either manufactured or false, the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.

**(28) Special Terms & Conditions**

(i) **Monthly Charges:**

- a. The agency will be paid on a monthly basis the wage (@ 15000.00 per Skilled Technical Person) equivalent of the number of STPs provided plus 20(Twenty)% as support cost and applicable GST. Monthly wage equivalent per STP will be calculated at Rs. 15000.00. All statutory obligations of the employer like ESI, EPF contribution will have to be met from the support cost component itself and the Programme Officer & Block Development Officer will not be liable to pay any additional amount. The Monthly charge

  
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which will be varied as per notifications of State MGNREGA Section under the ministry of Panchayat & Rural Development Department from time to time and Monthly Charge is the L1 rate quoted by agency which will **remain fixed for Six months**.


- b. The participating bidder is required to quote its Monthly Charge [Support Cost + Manpower Charge] for deployment of such persons on per person per month basis, which will remain fixed SIX MONTHS, in figure only in the item-Rate BOQ downloading from tender documents of this tender.

[**MANPOWER CHARGE (Fixed at Rs: 15000.00 ) as per latest Order containing memo no: 5227-RD/O/NREGA/18M-03/10 dated:n25.07.2019 of the Secretary & Commissioner, MGNREGA, P& RD Department.**]

Monthly FIXED Remuneration for the Skilled Technical Personnel (In Rs.)	Administrative Charges (20.00%) which will include (ESI Contribution) (EPF Contribution) (EDIL Contribution) (In Rs.)	Total Monthly Remuneration including 20% Administrative Charges (In Rs.)	Remarks
1	2	3	4
15000	3000	18000	

- c. **The quoted Monthly Charge should also be inclusive of all other charges. G.S.T. if required, will be reimbursed extra as per claim supported by relevant documents.**
- d. Minimum wages will cover wages for-a month, considering one day off in each week. Weekly off day have to be suitably adjusted by designing the work roaster, no additional wages for holiday substitute will be given.
- e. No extra claim will be entertained on any account and the agency charge will remain fixed for a period of one year from the date of engagement.
- f. It may be mentioned that this Monthly Charge [Service Charge + Manpower Charge (including Employer's Contribution to PF, ESI and other dues etc.)] for deployment of 1 Person Per Month needs to be quoted in round figure to the nearest Rupees and the same shall be paid to the successful bidder on his carrying out of his work successfully over and above the prevailing minimum wages as notified by Labour Commissioner from time to time, in the respective column of BOQ.
- g. **Selection of L1 bidder will be based on the minimum of sum of total Monthly Charges [Service Charge + Manpower Charges (including Employer's Contribution to PF, ESI and other dues etc.)] for deployment of 1 Person per Month towards the services claimed. The bidder has to quote for all items, partly bidding is not accepted in any manner what so ever.**

(29) Payment of minimum wages for deployed manpower shall have to be paid into Bank A/C of the persons deployed for the mentioned service and proof of such payment has to be submitted to this end for release of next payment. Any report of violation will be treated accordingly and shall lead termination of contract, if such report is found to be true.

  
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(30) The agency engaged for this work will have to maintain a regular contact with the undersigned and holds discussion regarding performance of work.

**(31) The agency engaged for this work will have to engage Skilled Technical personnel round the week.**

(32) The Person engaged for duty will have to carry Identity Card and a copy of engagement letter issued by the engaging agency/ Company for identification, promptly. ID Card will have to be supplied by the quotationer for which no additional allowance or charges will be entertained.

(33) In case of negligence in performing duty for any person, should be removed immediately from duties by the agency.

**(34) No claim will be entertained for the permanent service of the person engaged and the concerned authority shall not remain responsible in any liabilities or complication arises from the personnel.**

(35) The authority shall not be responsible to supply rain coat/umbrella. If required, the same are to be supplied by the successful quotationer and the cost has to be included in the rate quoted by the quotationers.

**(36) The authority shall not be responsible to compensate or otherwise liable in any manner what so ever for an injury and/or death of Skilled Technical Personnel while on duty.**

(37) The manpower arrangement will have to be made from the date as will be mentioned in the work order.

(38) In case of emergencies and when the situation requires supply of additional manpower will have to be made available at the same rate as accepted on requisition.

(39) Immediately after receiving the work order, the quotationer must submit a detail list showing the name, signature (LTI), passport size photographs in duplicate of security personnel duly attested by the contractor well in time, to the undersigned. If, any change is made subsequently by the contractor the change (in name, signature etc) is also be intimated as and when such change is made & the identity of each personal shall have to be established by the contractor following same procedure as above.

**(40) The agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challans shall be enclosed.**

**(41) The Monthly Charge of Technical Services will be paid to the agency either by the end of MGÑREGA Cell, GTA, West Bengal or by the undersigned on receipt of fund in this regard from the authority concerned.**

**(42) Qualifications of Persons deployed.**


**a. Skilled Technical personnel- At least Diploma in Civil Engineering passed.**

**b. Languages known: Should be able to read and write local language & English.**

(43) The Skilled Technical personnel shall perform the duties on all days of the month. Any absenteeism on duty has to make up by the firm by deploying personnel at their resources. The contractor will ensure that after every 6 days of work, a weekly off (for full day) is given and this aspect has to be strictly adhered to.

(44) The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the undersigned at least three months in advance.

(45) The Block Development Officer, Kalimpong-II Development Block, Algarah, West Bengal / the tender inviting authority reserves the right to terminate the agreement at any time without assigning any reason there on and even for non-performance of any clause above after serving a notice of 1 (one) month advance.

  
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(46) The agency will have to take immediate redressal measure on receipt of any intimation from the authorized representatives of the undersigned as to the irregular/improper performance of duties by the person deployed failing which action will be taken by the undersigned.

(47) The agency has to be ready to take up the work immediately after the issue of work order.

(48) **All engaged personnel must have engagement letter and Identity Card.**

(49) **Security Deposit:-**

In respect of successful Tenderer, the Earnest Money on acceptance of Tender shall be converted as a part of the Security Deposit.

(50) **Refund of EMD:** The Earnest Money of all the unsuccessful bidders will be refunded through online process after uploading of AOC ( Award of Contract ) as per G.O. No. 3975-F(Y), dated 28.07.2016 of the Secretary, Audit Branch, Finance Department, Govt. of West Bengal.

(51) **A normal working day shall consist of eight and half hours of work including interval for half an hour for rest.**

(52) One day in any period of seven days as may suit the local convenience shall be the day of weekly rest.

(53) No T.A. will be allowed for joining the post and the post is totally on Temporary/ contract Basis and the undersigned reserves the right to turn down the agreement without showing any reason.

  
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Block Development Officer  
Kalimpong-II Development Block,  
Algarah

**Memo No: 3260/26(1-26)/Dev.**

**Dated: 20.08.2019**

Copy forwarded for kind information and taking necessary action to:-

1. The Principal Secretary, Gorkhaland Territorial Administration, Lalkothi, Darjeeling.
2. The District Magistrate, Kalimpong District (General Section) Kalimpong.
3. The Sub-Divisional Officer, Kalimpong Sub-Division, Kalimpong.
4. The Executive Director, P&RD, (MGNREGA), GTA, Lewis Jubilee Complex, Darjeeling.
5. The District Information & Cultural Officer, Kalimpong District, Kalimpong. He is requested kindly arrange to publish a Notice (Specimen copy attached) in regard to this NIT in **2 daily newspapers (i.e. Nepali and English)** at the rate approved by the I & CA Department. **A line of confirmation regarding date of publication is requested.**
6. The Officer-in-Charge, IT Cell, Kalimpong District, Kalimpong. He is requested kindly to arrange for uploading the NIT in the Website of Kalimpong District.
7. The Joint Block Development Officer (I)/(II), Kalimpong-II Development Block with a request to remain present at the time of opening of e-tender positively and take steps for preparation of bid evaluation sheet.
8. Sri. Kundan Tamang Technical Assistant, Kalimpong-II Development Block, Algarah with a request to remain present at the time of opening of e-tender positively for preparation of bid evaluation sheet.
9. The AHC-in-Charge, Kalimpong-II Development Block, Algarah with a request to remain present at the time of opening of e-tender positively for preparation of bid evaluation sheet.




10. The AHC-in-Charge, MGNREGA Cell, Kalimpong-II Development Block, Algarah with a request to remain present at the time of uploading and opening of e-tender positively to supervise the entire online process of e- tendering and to assist in preparation of bid evaluation sheet.

11-23. The Executive Assistant/Secretary, \_\_\_\_\_ Gram Panchayat. He is requested to arrange to display the NIT in his office notice board.

24. Sri Dawa Tshering Bhutia , Data Operator, Kalimpong-II Development Block, Algarah with a request to take all steps for uploading this notice in the e-Tender portal of the Govt, of West Bengal and to take steps for downloading of Technical Bids and Financial Bids in consultation with the undersigned at the time of opening of tender and submission of hard copies to the undersigned for evaluation and finalization of tender. Utmost care should be taken as per norms and any query regarding web site vision or any other matter related to web publication be instantly attended to in consultation with the undersigned.

25. Office Notice Board copy for display.

26. File copy.

  
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Block Development Officer  
Kalimpong-II Development Block,  
Algarah