



e -QUOTATION NOTICE

Notice Inviting e-Quotation No: 01/KMDA/CIVIL/EE/ECPD-II/E&AM of 2023-24 Dated: 08.09.2023

Quotation Reference No.: KMDA/CIVIL/EE/ECPD-II /E&AM/01 of 2023-24

EXECUTIVE ENGINEER, ECPD-II, E&AM SECTOR, KMDA for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites **ON LINE e-QUOTATION** in KMDA Form No. 1 from bonafide, reliable and resourceful agency having experience of similar nature of work and successfully & satisfactorily completed the same within last **5 (five) years** from the **date of publication of this NIQ** in any Government/Semi Government /Undertaking/ Autonomous bodies/Local bodies.

Sl. no. (1)	Description of work (2)	Unit (3)	Rate to be quoted including GST & other taxes (Rs.) (4)	Earnest Money Deposit (EMD) (5)
1.	Deployment of Private Security Guard Attendant for period of 360 days at the Mahasweta Devi Archive at GD - 30 under EKAD Project.	1 (One)	To be quoted in INR	Rs.13,808.00

NB: The Rate to be quoted complying the minimum wages, EPF, ESIC, Bonus, Govt. statutory taxes (except GST) etc. as applicable as per Govt. Order and amendment time to time during the tenure of the contract period including service charges. Consideration of service charge should be of positive value up to two decimal places and should not be zero or negative. The quoted rate should not be at par or below than the total amount considering all the above components as per prevailing minimum wages, EPF, ESIC, Bonus etc. failing which the bid will be rejected. GST will be paid separately as applicable and admissible.

1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. **Earnest Money deposit (EMD)** is to be remitted by the Tenderer through e-filling as mentioned in the column 5 above through Net- Banking/ RTGS/NEFT in respect of the Tender ID in favor of **KMDA**.

3. Submission of Quotation :- a) Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the Participant tenderers will be opened only if the tenderer qualifies in the Technical Bid evaluation.

4. Time Schedule for Downloading, Uploading and Opening of Quotation Documents:-

a)	Date of uploading of Quotation. & other Documents (online)	Date: 15.09.2023 Time: 17.00 hrs.
b)	Documents download start date (Online)	Date: 15.09.2023 Time: 17.30 hrs.
c)	Documents download end date (Online)	Date: 22.09.2023 Time: 17.30 hrs.
d)	Pre-bid Clarification Start Date & Time	NA
e)	Pre-bid Clarification End Date & Time	NA
f)	Online Bid Submission Start Date & Time	Date: 15.09.2023 Time: 17.30 hrs.
g)	Online Bid Submission Last Date & Time	Date: 22.09.2023 Time: 17.30 hrs.
h)	Last date & time of physical submission of cost of documents including EMD and Non Statutory cover.	NA
i)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officers)	Date: 25.09.2023 Time: 15.00 hrs.
j)	Date for opening of Financial Proposal (Online)	To be notified later on

Tenders will be opened by the Executive Engineer, ECPD-II, E&AM SECTOR, KMDA and authorized personnel in presence of tenderer or their authorized representatives who may like to be present.

5. Eligibility criteria for the bidders:-

a) The bidders should have the credentials of similar nature of work i.e. having experience of deployment of security guards **minimum 4 persons per day or above in a single contract** during the last five years from the date of publication of this NIQ in any Government/Semi-Govt./Undertaking/ Autonomous bodies/Local bodies etc.

b) Scanned copy of valid up to date Professional Tax, GST as per latest Govt. order and PAN card issued by Income Tax Department, Valid Income tax (For last 3yrs FY 20-21, 21-22, 22-23), Last 3yrs. (as above FYs) audited balance sheet, PF, ESI, Credentials, and other supporting documents, Registration Certificate and/or trade license of the company must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.

5.1 Declaration on Notary

a) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the

(i) Correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through on line at desired location and

(ii) The service charge quoted by the tenderer is not negative or zero.

5.2 Partnership Firm should submit necessary deed at desired location through on line.

Basis of Evaluation

To evaluate the rate, we calculated the each sub-head, entitled to get by a security guard/ supervisor (Such as minimum wage, EPF, ESI and Bonus) and after adding all sub heads we divided it by 26 to obtain one day basic rate over which the service charge was supposed to be added. It is also cited as per tender clause the bidder was **asked not to quote rate assuming zero or negative service charge**.

6. The Financial Evaluation and calculation will be taken as follows as per current minimum wages without service charge.

Description (Monthly)	For Security Guard (Considering two digit after decimal)
Minimum Wage	9,784.00
EPF @ 13%	1,271.92
ESI @ 3.25%	317.98
Bonus@ 8.33%	815.00
Total=	12,188.90
Daily Rate as per min wages & EPF, ESI, Bonus = (Total /26)	= (12,188.90/26) =468.80

The agency has to quote above the rate calculated considering service charges.

7. a) **Earnest Money:-**The tenderers shall have to mention the reference detail in support of remitted RTGS/NEFT of requisite EMD against the tender in prescribed location failing which the tender shall be rejected.

8. The tenderer **should not be defaulter of EPF and ESI for the last 3(Three) years**. If found Blacklisting/Penal action will be taken against him as decided by competent authority of KMDA.

9. a) **List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-**

- i. Latest valid Private Security Agencies Regulation Act(PSARA), Govt. of W.B
- ii. Income Tax e-Return (For last 3yrs FY 2020-21, 21-22, 22-23)
- iii. Last 3yrs. audited balance sheet(as above FYs)
- iv. Pan Card.
- v. Professional Tax Enrolment certificate with last quarter challan.
- vi. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017.
- vii. Latest renewal Trade License.
- viii. Labour License Certificate
- ix. Reference details of EMD Remittance Copy

- x. Technical Credential certificate of the work.
- xi. Affidavit before Notary mentioning the correctness of the documents and a declaration of penalty Debarment etc. as per prescribed format
- xii. E. P.F. and ESI registration Certificate with latest monthly (up to November' 2023) contribution receipt
- xiii. Declaration by Quotationer as per prescribed format
- xiv. Bank Solvency Certificate not more than six months older from the date of e-NIQ

b) List of documents shall have to upload by a Partnership Firm in addition to Sl. No. 9.a)

- i) The power of Attorney for the firm for signing the tender by a partner and
- ii) Partnership Deed.

10) Language of Quotation:-The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

11) Others:-The Quotation Notice along with other documents like Tender Form No. -1 KMDA, Technical Specification, Special Terms and Conditions , BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Quotation.

12) Influence: Any attempt to exercise undue influence in the matter of acceptance of quotation is strictly prohibited and any quotationer who resorts to this will render his quotation liable to rejection. There shall be no provision of arbitration.

13) Declaration:-Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.

14) Submission of bill towards payment:

a) Agency will pay minimum wages as applicable time to time as per govt. order, along with ESI, EPF & Bonus to the engaged security personal for 8(eight) hours shift.

b) Supporting documents in respect of sl.(a) above including service charge & GST (as applicable) and attendance sheet is to be submitted to KMDA for payment.

15) The Quotationer own responsibility to obtain all information that may be necessary for quoting the amount.

16) Before issuance of the work order, the quotation inviting authority may verify the credential & other documents with the original of the lowest quotationer, if necessary. After verification, if it is found that such documents submitted by the lowest quotationer is either manufacture or false, in that case, L.O.A. / work order will not be issued and Black listing/ penal action will be taken against him as decided by KMDA.

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

18) Quotationer should comply with minimum wages as enforced time to time during tenure of contract by the Labour Department Govt. of WB.

19) Deduction of Tax shall be made as per provision of latest Govt. order with up to date amendments.

20) Security money shall be released after successful completion of the contract.

21) That the security personnel and supervisors will be in proper prescribed uniform & Identity card and no extra charges / payment will be made in this account.

22) The security guards should submit the copy of Govt. photo identity card and they have to abide by the discipline, rules and regulations as laid by KMDA.

23) The age of the security personnel and supervisors should not be more than 60 years in any case.

24) That the guard will have to be in proper uniform with shoes and no extra payment will be made on this account.

25) The security guards will have to abide by the discipline, rules and regulations as laid by KMDA.

26) During the contract period agency shall pay minimum wedges as applicable as per Govt. order, along with ESI, EPF & Bonus to the engaged security personnel for eight hours shift. Payment is to be made either through account payee cheque or Online Banking System to the respective bank accounts of the security personnel engaged for the work. Bills to be submitted along with all necessary documents including salary of individuals for payment.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

For detail information please visits <https://wbtenders.gov.in> & www.kmda.wb.gov.in.


Executive Engineer
ECPD-II, E&AM Sector, KMDA

No. 102/1(17)/ EE/ECPD-II/E&AM/KMDA/T-1/2023-24

Dated: 08.09.2023

Copy forwarded for information & necessary action to:

- 1-6 The Chief Engineer, E&AM, R&B, W&S, Housing, E-M, PM&C Sector, KMDA.
7. The Director of Finance, KMDA.
8. The Dy. Secretary, P. R. Cell, KMDA- publication as per KMDA rule and for display this e-NIT in KMDA & Govt.of West Bengal Web site.
9. The Superintending Engineer, Construction Circle, E&AM Sector, KMDA
- 10-13 The Executive Engineer-BPPD-I, II/CRS/CD-II/FSD, E&AM Sector, KMDA
14. The A.C.F.A, E&AM Sector, KMDA.
15. The Divisional Accountant, ECPD-II, E&AM Sector, KMDA
16. The Head Estimator, ECPD-II, E&AM Sector, KMDA
17. N O T I C E B O A R D.


Executive Engineer
ECPD-II, E&AM Sector, KMDA