

**OFFICE OF THE EXECUTIVE ENGINEER
ECPD-I, E&AM SECTOR, KMDA
UNNAYAN BHAVAN 4TH FLOOR, BLOCK-A
KOLKATA-700 091**

e -QUOTATION NOTICE

Notice Inviting e-Quotation No: 06/EE/ECPD-I/E&AM/KMDA OF 2023-24

Dated:29/01/2024

e- Quotation Reference No. – KMDA/CIVIL/E&AM/EE (ECPD-I)/06 of 2023-24

EXECUTIVE ENGINEER, ECPD-I, 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(3)	Earnest Money Deposit (EMD) (4)	Duration Of Time
1.	Deployment of 08 (Eight) Nos. Security Guards to protect 122 temporary hutments of Bhai Bhai colony at Nonadanga.		(Rate to be quoted only for Service Charge up to two decimal Places)	Rs.10,000.00/-(Ten Thousand) amount to be paid Online (Net Banking /NEFT/RTGS)	03 (Three) Months
	A) Security Guard.	Per head per day (8 Hrs.)			

NB: The rate will be quoted excluding GST. GST will be paid separately as applicable and admissible.

- Intending bidder may download the Tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- Earnest Money deposit (EMD)** is to be remitted by the Quotationer through e-filling as mentioned in the column 4 above through Net- Banking/ RTGS/NEFT in respect of the Tender ID in favour of **KMDA**.
- 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 Quotationers will be opened only if the Quotationer qualifies in the Technical Bid evaluation.

4. Time Schedule for Downloading, Uploading and Opening of Quotation Documents:-		
a)	Date of uploading of e-N.I.Q. & other Documents (online) (Publishing Date)	Date: 06.02.2024, Time: 14.00hrs.
b)	Documents download start date (Online)	Date: 06.02.2024, Time: 14.00hrs.
c)	Documents download end date (Online)	Date: 16.02.2024, Time: 14.30hrs
d)	Online Bid Submission Start Date & Time	Date: 06.02.2024, Time: 14.30hrs.
e)	Online Bid Submission Last Date & Time	Date: 16.02.2024, Time: 15.00hrs.
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officers)	Date: 19.02.2024, Time: 15.00hrs.
g)	Date for opening of Financial Proposal (Online)	To be notified later on

Quotations will be opened by the Superintending Engineer, CRS Circle, **E&AM** SECTOR, KMDA and authorized personnel in presence of Quotationer 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(Four)** persons per day 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), Last 3yrs. audited balance sheet, PF, ESI, Credentials, and other supporting documents, Registration Certificate and/or trade license of the company must be submitted dulydigitally signed at desired location in the website<https://wbenders.gov.in>.

5.1 Declaration on Notary

- a) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the 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 & quotationer will have to submit valid authentication on affidavit if any condition arise.
- b) affidavit must contain the clause 7. as specified below in the NIQ, i.e. **The service charge should not be quoted Zero or Negative. If any quotationer quoted such any rate then the quotation will be treated as cancelled and his /her EMD will be forfeited.**

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

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

- 7 **The service charge should not be quoted Zero or Negative. If any quotationer quoted such any rate then the quotation will be treated as cancelled and his /her EMD will be forfeited.**
- 8 The Quotationers **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 per decision of competent authority in KMDA.
- 9 a) **List of common documents shall have to be uploaded by each Quotationer at the time of submission of Quotation through online:-**
- i. Private Security Agencies Regulation Act(PSARA), Govt. of W.B
 - ii. Income Tax e-Return (For last 3yrs)
 - iii. Last 3yrs. audited balance sheet.
 - iv. Pan Card.
 - v. Professional Tax Enrolment certificate.
 - vi. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017.
 - vii. Trade License.
 - viii. Labour License (from Govt. of W.B.)
 - ix. G.S.T Registration
 - x. Credential certificate of the work.
 - xi) Affidavit
 - xii) E.P.F. and ESI registration
- 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 Quotation by a partner.
 - ii) Partnership Deed.
- 10) **Language of Quotation:-** The Quotation shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the Quotations 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:-**Quotationer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.
- 14) The Quotationer own responsibility to obtain all information that may be necessary for quoting the amount.
- 15) 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.
- 16) If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.
- 17) Quotationer should comply with minimum wages as enforced time to time during tenure of contract by the Labour Department Govt. of WB.
- 18) Deduction of Tax shall be made as per provision of latest Govt. order with up to date amendments.

- 19) Release of Security Money: Security money shall be released after successful completion of the contract
- 20) That the guard will have to be in proper uniform with shoes and no extra payment will be made on this account.
- 21) Rate should be inclusive of PF, ESI, Bonus etc.(Except GST)
- 22) That the security personnel will be in proper prescribed uniform and no extra charges / payment will be made in this account.
- 23) The security guards will have to abide by the discipline, rules and regulations as laid by KMDA.

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

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

NB:- Amount payable as per actual man-days per month. Deduction of an amount up to 25% of the bill value will be made from the bill as penal measure if the work site is not satisfactorily in the opinion of E.I.C.

Executive Engineer,

ECPD-I, E&AM Sector, KMDA.

Memo No:177 /1(10)/EE/ECPD-I/E&AM/KMDA/916

Dated 30.01.2024

Copy forwarded for kind information & necessary action to :-

- 1) The Chief Engineer /E&AM Sector /KMDA.
- 2) The Superintending Engineer (CRS) / E&AM Sector /KMDA.
- 3) The A. C. F. A. / E&AM Sector /KMDA.
- 4) The Dy. Secretary, P.R.O, KMDA along with 4(Four) copies of this NIT for newspaper publication as per KMDA rule and for display this NIT in KMDA & Govt. of West Bengal web site.
- 5)-7) The Executive Engineer, BPPD-I/II/ CRS Division/ E&AM Sector / KMDA.
- 8)-9) The Estimator & Accountant / E&AM Sector /KMDA.
- 10) NOTICE BOARD

Executive Engineer,

ECPD-I, E&AM Sector, KMDA.

INSTRUCTION TO BIDDERS

Instruction / Guidelines for Quotations for electronic submission of Quotations online have been annexed for assisting the contractors to participate in e- Tendering.

1. **Registration of Contractor:-** Any contractor willing to take part in the process of e – Tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to **<https://wbtenders.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 class - II or class – III Digital Signature Certificate (DSC) for submission of Quotations from the approved service provider of the national Information’s Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.
3. **Collection of Quotation documents:-**The contractor can search & download NIQ & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Quotation documents.
4. **Submission of Quotations :-**
 - a) **General process of submission:-**Quotations are to be submitted through online to the website stated in Cl.1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
 - b) **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

A-1. Statutory Cover Containing:-

- i) The Quotationer shall have to mention the reference detail in support of remitted RTGS/NEFT of requisite EMD against the Quotation.
- ii) NIQ.
- iii) Declaration as per prescribed format.

N.B: Bidder must download KMDA Tender Form No-1, General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web under the NIQ and must go through carefully before quoting his rate. These documents are not necessarily be uploaded by the bidder.

A-2. Non Statutory/Technical documents Cover containing.

- I) Income Tax e-Return (For last 3yrs)
- II) Audited Balance Sheet (For last 3yrs)
- III) Pan Card.
- IV) Professional Tax Enrolment certificate with current year challan.
- V) Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017.
- VI) Valid Renewed Trade License.
- VII) Affidavit before Notary mentioning the correctness of the documents and a declaration of penalty debarment etc.
- VIII) Reference details of EMD Remittance
- IX) E.P.F & E.S.I Registration
- X) Private Security Agencies Regulation Act (PSARA), Govt. of W.B

- XI) Technical Credential.
 - a) Work Order with completion certificate for the work in technical credential.
 - b) Payment certificate of the said work.
- XII) Labour License (from Govt. of W.B.)

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 & A-2) will render the Quotation liable to summarily rejected for both statutory & non statutory cover.

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card .ii) Professional Tax clearance certificate. iii) IT return (For last 3 hrs.) v) GSTIN. VI)Labour License (from Govt. of W.B.)
B.	Company Details	Company Details-1	i) Trade License ii) Partnership Deed, iii) Society Registration, Power of Attorney, iv) MoA/MoU etc. as applicable, Private Security Agencies Regulation Act (PSARA), Govt. of W.B
C.	Financial Info	Financial Info-1	i) Audited Balance Sheet (For last 3 yrs.)
D.	Credential	Credential-1	The Completion Certificate

5. 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.

a) Financial Bid:-

- i) The financial bid should contain the following documents in one cover (folder) i.e. scanned copy of the EMD. The contractor is to quote the rate through on line in the space marked for quoting rate in the
- ii) BOQ Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

**6. Opening & Evaluation of Tender:-
Opening of Technical Bid:**

- i) Technical bid will be opened by the Superintending Engineer, Construction Circle, E&AMSECTOR, KMDA along with his team. Intending tenderer may remain present if they so desire. Statutory Cover(folder) would be opened first & if found in order and correct, Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the Quotation will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non- statutory cover will be downloaded for evaluation.
- iii) List of technically qualified Quotationers would be uploaded.

During evaluation, the Quotation Inviting Authority may summon of the Quotationers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

Opening and evaluation of Financial Bid:

- i) Financial bid of Quotationers declared technically eligible by the Quotation Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

7. Penalty for suppression / distortion of facts:

Submission of false document by Quotationer is strictly prohibited.


20/01/24

Executive Engineer,
ECPD-I,E&AM Sector, KMDA.