

TENDER

December 21

2021

[Tender document relating the supply of “ 6 no. of Sweepers and 2 no. of Mali ” for **gardening and sweeping** of the campus and different buildings inside the campus of **Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)** for the period 01/04/2022 to 31/03/2024 under Development Head]

[Bidders should note the terms and conditions first]

APPROVED BY TECHNICAL COMMITTEE



Government... Bengal

Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)

Village – Agharpur, P.O. - Ramamoti, Block- Joypur, District- Purulia, Pin-723103

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Tender Reference No. : RKMGECE/NIT-33(e)/2022-24

Tender is hereby invited by the Principal, **Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)** for supply of **6 no. of Sweepers and 2 no. of Mali for gardening and sweeping** of the campus and different buildings inside the campus through electronic tendering (e-tendering) from eligible and resourceful organizations having sufficient credential and financial capability for execution of works of similar nature.

L1 bidder will be selected on the basis of lowest quoted service charge by the venders. This tender will be valid for a period of two years with effect from 01/04/2022 to 31/03/2024 subject to the approval of Higher Education department, Govt. of West Bengal. The service charge quoted by the vender will remain unaltered for the entire two (2) years. The agency shall quote the Service Charge per head per month only. Vendor will not be allowed to quote zero as service charge or decimal value which will lead to rejection of the tender.

In case of bidding same rate, the vendor, having the highest credential, will be awarded. In this case decision of the tender inviting authority is final.

1. General Guidance for e-tendering

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

2. Registration of Bidders

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India.(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOVT. OF WB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

3. Pre-qualification (PQR) for participation:

a. IT, ST, Clearance Certificates as applicable or suitable certificate bearing exemption to any or all of above from competent authority.

b. Credential Certificate of satisfactory completion of similar kind of work in the last three years.

4. Earnest Money

EARNEST MONEY /BID SECURITY DEPOSIT: - Earnest Money Rs 20,000/- is to be deposited online by the tenderer in favour of “**Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)**” as per e-tender norms. In case of failure to supply the material, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in terms of existing Govt order may be considered if requested in writing supported with necessary documents in original. The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. However, the EMD of the successful bidder will be converted towards part deposit of the Security Deposit. No interest on E.M.D. is admissible.

Tender documents without EMD will not be accepted.

EMD if not submitted cannot be submitted after tender documents are opened on the stipulated date of opening. In case of repair works undertaken, the EMD shall be converted to Security Deposit in respect of successful vendor, which shall be released after successful execution of the repair work.

RKMGEC reserves the right of forfeiture of ‘EMD’ in case the Bidder after opening of Bid withdraws, amends, impairs, derogates or revokes his Tender within the validity period or extension thereof or if successful Bidder fail to execute the contract provision within the contract period as mentioned in the service order.

5. Collection of Tender Documents:

Tenders are to be submitted online and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

6. Submission of Tenders

6.1 General process of submission

6.1.1 Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the bid. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender.

6.1.2 Bidders must submit the Tenders in two covers i.e. “**Technical**”, & “**Finance**”.

Bidders must download tender specific documents (NIT, BOQ etc) from <https://wbtenders.gov.in>, prepare the required documents and upload the

scanned documents in Portable Document Format (PDF) to the portal in the designated locations.

6.1.3 He needs to fill up the rates of items in the BOQ, downloaded for the supply, in the designated cell of the BOQ spreadsheet and upload the same in designated location of “**Finance**” cover.

6.2 The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

7. Technical Proposal (Statutory Documents)

(To be submitted in **Technical** Cover)

The following documents in standard formats should be uploaded in **Technical** cover:

- i. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded, then digitally signed and uploaded.
- ii. Earnest Money Deposit (EMD) - Scanned copy of online payment receipt towards EMD as prescribed in the NIT, in favour of “Principal, **Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)**” to be uploaded in Technical Cover.
- iii. NSIC/SSI units are exempted from deposition of EMD.
In case of NSIC/SSI, photo copy of valid Certificate (Current) should be submitted / uploaded as an Exemption Document.
- iv. **Addenda/Corrigenda: if published.**
Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT/SBD in the NIT/SBD cover . Tenders submitted without the Addendum /Corrigendum may be rejected.
Note: Tenders will be summarily rejected if any of the above items in the statutory cover is missing.

8. Submission of EMD

(To be submitted in **Technical** Cover)

- i.) *Earnest Money Deposit (EMD)* -Scanned copy of online payment receipt towards EMD as prescribed in the NIT, infavour of “**Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)**” to be uploaded in **Fee** Cover. Earnest Money is to be deposited online by the tenderer in favour of “**Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)**” as per e-tender norms.
- ii.) NSIC/SSI units are exempted from deposition of EMD. In case of NSIC/SSI, photo copy of valid Certificate (Current) should be submitted / uploaded in “**Fee** Cover in lieu of EMD.

9. Submission/Upload of Non-Statutory Documents

Following documents are to be uploaded along with the Bid

i. Certificates:

a) Professional Tax (PT) Clearance Certificates and IT, PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered. IT, Service Tax, or suitable certificate bearing exemption to any or all of above from competent authority.

b) GST account details and supporting documents must be submitted or suitable certificate bearing exemption to any or all of above from competent authority.

c) Trade License for Proprietorship Firms.

10. Financial Proposal

(To be submitted in "Finance" Cover)

The financial proposal should contain the following document in one cover (cover). Bill of Quantities (BOQ): The bidder is to quote the rate in the space/cell marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder)*

11. Submission of Original Documents and Earnest Money

i) **Mode of Payment** Earnest Money is to be deposited online by the tenderer in favour of "Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)" as per e-tender norms. Payment in any other form eg: draft, cheque, NSC, KVP etc will not be accepted.

12. Conditional and Incomplete Tender

i) Conditional and incomplete tenders are liable to summary rejection

ii) Bidder must quote/fill for all cells (applied/ not applied) mentioned in BOQ/similar excel chart. BOQ/similar excel sheet with all cells filled-up (applied/ not applied) must be submitted in Technical Bid. Non-submission of this sheet in Technical Bid and partial quoting will lead to rejection of the bid.

13. General Terms & Conditions

The work shall be covered strictly as per enclosed schedule of items and in conformity with the terms & conditions as directed from the controlling officer.

14. Opening and Evaluation of Tender

14.1 Opening of Technical Proposal

i) Technical proposals will be opened by the Tender Committee electronically from the website stated in Clause 1, using their Digital Signature Certificate.

- ii) Technical proposals for those tenders whose original copies of DD/BG towards EMD have been received will only be opened. Proposals corresponding to which the EMD have not been received will not be opened and will stand rejected.
- iii) Interested bidders may remain present if they so desire.
- iv) Technical Cover (Statutory Documents) would be opened first and if found in order, Cover for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- v) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

14.2 Uploading of Summary List of Technically Qualified Bidders

- i) Pursuant to scrutiny and decision of the Technical Evaluation authority, the summary list of eligible bidders for which their Financial Proposals will be considered will be uploaded in the web portals.
- ii) While evaluation, the Committee may summon of the Bidders and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

14.3 Opening and evaluation of Financial Proposal

- i) Financial proposals of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days after the date of publication of final summary list of the Bidders.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders, present at that time of bid opening.
- iii) After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them against supply and delivery of material will be uploaded.
- iv) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- v) **The Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)** does not bind itself to accept the lowest tender and reserves the right to

accept or reject any or all tenders without assigning any reason whatsoever or to split the whole work entrusting the same to more than one contractor.

15. Bid Validity:

The Bid shall remain valid up to **31/03/2024**.

16. Acceptance of Tender

Bidders must quote for item wise rate for all items as mentioned in BOQ sheet. Bids with Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to split the order, alter the quantity of any or all Bidders without assigning any reason whatsoever.

17. Return of Earnest Money Deposit

The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. However, the EMD of the successful bidder it will be converted towards part deposit of the Security Deposit.

18. Price

18.1 The contractor should quote rate after going through all the relevant Document uploaded for this tender.

18.2 The contractor should quote rate at individual item wise rate for all items and multiply with quantity as given in the BOQ.

18.3 Escalation of prices/rates what so ever, during the entire period of contract (including extended Period, if any) over and above the quoted price shall not be allowed.

18.4 Any other item, not covered will be guided by practice and principle as followed

By, Govt. of West Bengal.

19. ELIGIBILITY CRITERIA:- Offers for all items will be accepted only from the reputed manufacturers or their authorized dealers/theirs authorized distributors/their authorized stockiest/reputed suppliers in the field for which necessary authorization from the manufacturer shall have to submitted. Intending tenderer must have to produce the clientele list he served during last 03(three) years with documentary evidence.

20. PRICE: - All tender prices shall be quoted for delivery of service up to the consignee's point inclusive of all charges (taxes, freight, duties etc). The price quoted must include cost of replaceable spare parts wherever applicable. The prices quoted shall be written both in figures and words. . In case of conflict between the figures & words latter will prevail. Where there is a discrepancy between the unit and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will prevail. The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. Each Bidder shall submit one quotation only. Conditional Discounts in the Price offered

by the Bidder will not be entertained. The prices shall be quoted in **Indian rupees only**. Price preference as per existing government rules shall be given to eligible bidders.

21. **PAYMENT:** - (a) 100 % after completion of work/job or total received of materials. (b) No additional charges will be paid other than the quoted price.

22. **GUARANTEE:**-The tenderer shall remain responsible without cost to buyer for all defects in materials/spares and workmanship which may develop during normal servicing of the machine due to negligence on the part of the service provider. In case the repair of the Machinery/equipment/computers and accessories would take considerable time, a temporary replacement shall be provided. In case of failure on the part of the tenderer to attend the call/provide servicing/replace the materials within reasonable period in spite of due intimation by the Principal, **Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)**, the purchaser reserves the right to remedy the defects / replace the materials at the cost and responsibility of the tenderer without further notice and the same shall be deducted from his security deposit. Preventive Maintenance should be carried out monthly.

23. **FORCE MAJEURE:** - There could be circumstances/events where the AMC provider may not be in a position in spite of his best efforts, to meet the completion schedule due to events beyond their control and not foreseeable such as wars, or revolutions, fires, floods, epidemics, natural calamities, quarantine restrictions and freight embargo etc. In such cases suitable delivery extensions based on merit of the case may be granted for arranging the delivery of goods or completion of works. Also the AMC provider shall not be made liable for forfeiture of performance security, liquidated damages or termination of contract as per provisions made in the contract elsewhere.

24. **ARBITRATION:**- In the event of any question, dispute or difference arising under the contract conditions of Contract, or any special conditions of contract, or in connection with the contract(except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of an officer as per prevailing norms of Govt of West Bengal .

25. **FRAUD AND CORRUPTION:**- The Bidders and their Subcontractors and Consultants in the contracts require to observe the highest standard of ethics during the procurement and execution of this contract by not being engaged in Corrupt, fraudulent, collusive, coercive or obstructive practice as generally defined. Non-Compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible etc even for future bidding.

26.**AWARD OF CONTRACT:**- The purchaser shall award the contract, within the validity period of tenders, to the bidder who meets the tender conditions in all aspects, has the necessary technical and production capabilities and financial resources and whose bid is substantially responsive to the tender conditions and has offered the lowest evaluated cost. The purchaser can, if so desired, depute a team of 3-4 officers to the premises of Service provider to whom the contract is proposed to be awarded to satisfy itself that the Service provider has the capability to produce the required quality. The terms of the accepted offer shall be incorporated in the purchase order.

27. SIGNING OF CONTRACT

27.1. At the same time as the College notifies the successful bidder that its bid has been accepted, the College will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 14 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the Purchaser.

28. SPECIAL TERMS AND CONDITIONS:-

While tenders are under consideration, tenderers and their representatives or other interested parties shall refrain from contacting by any means any persons or representatives of the buyer on matters relating to the tender under study. The buyer if necessary may request for clarification of tender in writing. After the public opening of the tenders, information relating to examination, clarification and evaluation of tenders and recommendations concerning awards shall not be disclosed to bidders or other persons not officially concerned with this process until the successful bidder is notified of the award of the contract.

29. Schedule of Dates for e-Tendering:

Sl No	Milestone	Date
1	Publishing Date	21-12-2021
2	Document Download start date	21-12-2021 from 17.00 Hrs
4	Bid submission start date	21-12-2021 from 17.00 Hrs
5	Bid submission end date	04-01-2022 up to 12.00 Hrs
6	Technical Bid opening date	06-01-2022, 12.00 Hrs onward
7	Uploading of Technical Bid Evaluation sheet	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

Service (Gardening and sweeping etc.) for two year			Period 01.04.2022 to 31.03.2024	
Department : OFFICE				
Sl. No	Name of Item / work	Nature of work	Man power reqd.	Remarks

			(qty)	
3	Malis (unskilled)	Gardening and maintenance of campus garden	2	
4	Sweeper (unskilled)	Sweeping and cleaning of the campus and the College buildings.	6	

Terms and conditions for participating in the tender

- 1) The agency/bidders are to ensure that the contract is for **Two (2) year** with effect from 01.04.2022. The rate of service charge, as quoted by the agency will remain fixed during the entire tender period along with all terms and conditions of the contract. However, the period of contract may be reduced subject to Agencies unsatisfactory performance.
- 2) All prices quoted must be the minimum rate of wages in the employment of man power Services in the State of West Bengal as per latest available notification by Labour Department.
- 3) The agency shall be registered with E.S.I. and E.P.F authorities.
- 4) The agency shall abide by rules and regulations under the Minimum Wages Act, Employees Provident Funds & Miscellaneous Provision Act, Employees State Insurance Act and payment of Wages Act.
- 5) The agency shall submit a list of clients with copy of completion certificate/experience certificate.
- 6) It will be the responsibility of the agency to deposit EPF & ESI of the engaged man power and must submit proof of deposit of EPF & ESI within three weeks from disbursement of wages every month to the college. Copy of the vouchers in relation to ESI & EPF subscription deposit along with wages transfer related Bank transaction documents should be submitted every month with certified copy of list of deployed man power against whom the payment is made otherwise payment of wages for the next month shall be withheld.
- 7) The contract of service may be terminated by issuing 1 (one) month prior notice from either side.
- 8) College reserves the right to reject/cancel any tender without assigning any specific reasons.
- 9) The agency shall quote the Service Charge per head per month only.
- 10) In case of bidding same rate, the vendor, having the highest credential, will be awarded. In this case decision of the tender inviting authority is final.
- 11) Vendor will not be allowed to quote zero as service charge or decimal value which will lead to rejection of the tender.
- 12) The quoted rate of service charge should be valid for two years from the award of the contract.
- 13) In no circumstances, the vendor will be eligible to increase the rate or exit from the contract on his own. However, tender inviting authority will have the right to renew/terminate the contract after one year depending upon the performance of the vendor.

- 14) Performance Bank guarantee: Performance Bank guarantee of Rs. 1, 00,000/- (One lakh) will have to be made covering entire period of contract and this Performance Bank guarantee is required to be submitted to the Registrar of Ramkrishna Mahato Govt. Engineering College within 10 days after receiving the work order. Please note that the Bank Guarantee may be seized in case of violation of agreement from your end.
- 15) The vender has to give a certificate that the firm has not been blacklisted in the past by a Institution of Government/Private or convicted in any criminal case.
- 16) If the vender gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited.
- 17) Payment to the employees will be made through e -payment system/cheque/draft only.
- 18) After receiving the sanction order from the Govt., payment will be made to the Agency on submission of attendance sheet of the current month's duty submitted by the contractor and certified by the appropriate authority of the institute.
- 19) Vendor must have the capacity to make payment of the salary of the employees up to 6 months without getting any payment from the college.

- 20) Preference will be given to parties who agree to retain the existing Sweepers and Malis presently serving the College and undertaking may be asked from L₁ bidder in this regard.**

Selected Agency shall perform the following jobs and any other as may be required from time to time (this list is indicative and not exhaustive): -

- 1) Sweeping and cleaning with water-soaked brush the whole of the each floor including of all rooms and office spaces and passages under the occupation of the **Ramkrishna Mahato Government Engineering College (Formerly Purulia Government Engineering College)**, Govt. of West Bengal.
- 2) Sweeping and Cleaning of Computer Rooms.
- 3) Cleaning of all toilets, latrines, urinals washbasin including sweeping and washing of the floors of such toilets.
- 4) Removing the dust from all the rooms and office spaces.
- 5) Cleaning the cobwebs etc. from the ceiling, walls, window pan etc. of all the rooms, office premises and office passage, toilets.
- 6) Shutting or closing of all windows, Doors and switching off all lights and Fans.
- 7) Unlocking the class rooms & office rooms at 9.30 A.M. and locking the same at 5.30 P.M. or till the last occupant leaves the office whichever is later for the purpose of functioning of the Office. All rooms of the office premises eateries etc. must be kept clean.
- 8) Deploying, 6 Nos Sweeper, and 2 Nos Mali daily. Such employee shall be ready to attend to any call during the office time from the College authority, relating to performing of the jobs of the Agency.

GENERAL CARETAKING

- 1) Jobs specification specified at SL – 1 should normally be done on the working days. But if necessity arises any or all of these jobs shall have to be performed on the written or verbal instructions of the Principal on other working days also.
- 2) The sweeper will remove the dust/garbage etc. from each floor after sweeping/cleaning etc. and deposit the same at fixed place for disposal by the authority. In doing so the agency or their employees shall act in a way which will not cause any health hazard or environmental pollution.
- 3) Before starting the work the agency shall furnish a list of its employee to be engaged in the work. The list shall contain the : -
 - I) Name II) Present Address III) Age IV) Identification mark V) A specimen signature VI) A passport size photo duly attested by the selected agency.

Other Terms and Conditions

- 1) The College holds no liability for any injury, accident or accidental death etc for any person which may occur in course of the works pertaining to the enforcement of proposed security measures. The question of compensation arising out of cases shall have to be settled by the agency itself entirely at its own cost and responsibility.
- 2) While performing the jobs the agency or its employees shall always act in a way so as not to cause any unreasonable embarrassment or inconvenience to the officers and other employees of the State Govt. working in the College premises or any member of public coming to College.
- 3) Payment shall be made on presentation of monthly bills and satisfactory completion of jobs while utmost attention will be paid for prompt payment. The college authority shall not be responsible for usual delay for observing necessary formalities for passing such bills and clearance by concerned treasury/ preparation of cheques.
- 4) The Agency and its employee shall work in collaboration with the officials of the P.W.D. of the State Govt. having the charge of the affairs of the campus maintenance of the College.
- 5) Rates of Minimum wages and service tax/GST will vary from time to time as per Govt. Rules.
- 6) If the college authority considers that jobs are not being performed satisfactorily or any or all of the terms and conditions as specified herein have been violated the college authority may terminate the contract.
- 7) Agency should provide uniforms to their personnel of all categories. Personnel should wear their uniforms during discharge of their duties. Refusing to wear uniforms by any personnel shall be treated as an act of indiscipline.
- 8) The terms and conditions stated in the tender document may alter during execution of agreement with consent of both College and the successful bidder.

NOTE:

- 1) **Non-fulfilment of one or more of the conditions stated above may lead to cancellation of submitted tender of the bidding party.**
- 2) **Basic Minimum monthly wages rate will be as per latest available G.O. of Govt. of West Bengal, Department of Labour.**

- 3) Others Components like EPF, ESI, BONUS & GST etc. will be as per latest available Govt. rule applicable.**
- 4) In BOQ bidder should quote the service charge only.**
- 5) L₁ bidder will be selected on the basis of the service charge only.**
- 6) L₁ bidder will have to submit the breakup of all the components as mentioned above if tender inviting authority desires.**
- 7) For any clarification/ doubt interested bidder(s) may contact with the college authority through phone/email during office hours.**