West Bengal Infrastructure Development Finance Corporation Ltd.
Admn. Office: Mangalam Building, Block A, 1st floor, 24, Hemanta Basu Sarani, Kolkata-700001
(Formerly Old Court House Street)
Regd. Office: 36A, Hemanta Basu Sarani, Kolkata - 700001
CIN: U74040WB1997SGC084422

ANNEXURE 'B'

Notice Inviting e-tender No: e-TENDER NIT No. 03/CCE/WBIDFC Ltd of 2016-17
Dated: 28.09.2016 for HOUSE KEEPING & PROVIDING SECURITY GUARDS AT SANKALPA SITE III.

Dated: 28.09.2016

1. Invitation:- Chief Consultant Engineer (CCE), WBIDFC invites online tender for **HOUSE KEEPING & PROVIDING SECURITY GUARDS** AT SANKALPA SITE III from reliable, resourceful, bonafide and experienced Firms / Companies having experience in executing similar work (as mentioned in Annexure – II) in Government/Government Undertaking/Autonomous Bodies / Statutory Bodies and Local Bodies of value not less than 40% of the monthly quoted amount in a single contract during last 3 (three) financial years from the date of issue of this NIT.

2. Intending bidder may down load the tender documents from **https://wbtenders.gov.in** directly with the help of Digital Signature Certificate and upload the same along with scan copy of Earnest Money deposit in the form of DD/Bank Draft/Pay Order issued from Nationalised Bank/any other Scheduled bank in favour of WBIDFC Ltd. payable at Kolkata.
Last date & time for online request for participating in the tender is **21.10.2016 up to 16.00** hours.
Further details may be had from the detailed NIT at the office of the undersigned, as mentioned above or from the WBIDFC web site: www.wbidfc.co.in

General Terms & Conditions

3. The Bids will be evaluated on the basis of price quoted by the Vendors fulfilling the eligibility criteria and the eligible Vendor quoting L-1 price will be awarded with the job, subject to compliance with other applicable terms & conditions.
The original documents of EMD (Earnest Money Deposit) should be furnished before the Tender Inviting Authority, when asked to do so during evaluation of tenders and the L1 bidder shall submit the original EMD and also have to furnish all relevant documents in original to the Tender Inviting Authority before issuance of LOI. The scan copy of the EMD is to be uploaded with statutory documents.

4. Submission of Tender:- a) **Technical Bid (Part – I) vide Annexure – I and Financial Bid (part – II) vide Annexure – II** 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 recorded as per service clock; b) The financial Bid of the prospective bidders will be opened only if the bidders qualify in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all challenge against such decision will be entertained.

5.Time Schedule and Important information for Downloading, Uploading and Opening of Tender Documents:-

No	Item		Details
5.1	Name of the Work	:	HOUSE KEEPING & PROVIDING SECURITY GUARDS.
5.2	Name & Address of the tender Inviting authority	:	Chief Consultant Engineer, WBIDFC Ltd. Mangalam Building, Block-A, 1st Floor, 24, Hemanta Basu Sarani Kolkata - 700 001.
5.3	Name & Address of the tender Accepting authority	:	Same as above.
5.4	Firm(s)/Contractor(s) eligible to submit tender	:	Shall have to satisfy the stipulations stated in this NIT and also in Clause - 1 of this NIT.
5.5	Earnest Money Deposit	:	Rs 50,000.00 (in favour of **'WBIDFC Ltd.'** payable at **'Kolkata'**).
5.6	Issuance of Work Order	:	Will be issued within a period of 30 days from the date of opening of Financial Bid.
5.7	Duration of Service	:	The work will remain valid for a period of 6 (six) months from the date of work order and further renewal of the work will be the absolute discretion of WBIDFC Ltd.
5.8	Validity of Price	:	Offered price will be valid for a period of 60 days from the date of opening of Financial Bid.
5.9	Location of job	:	Sankalpa Site III.
5.10	**Price per copy** of the complete set of tender documents for formal agreement (including printed tender form) to be submitted by the vendor awarded the work.	:	Nil.
5.11	Submission of Hard Copy Bid documents	:	The original Bid Documents shall be submitted duly signed and sealed on all pages after selection of the contractor before award of the work. These documents are not required to be uploaded along with the tender.
5.12	Date of uploading(Publishing) of N.I.T Documents(On-line)	:	3.10.2016 after 16:00 hours
5.13	Documents download start date(On-line)	:	4.10.2016 after 10:00 hours
5.14	Last Date & Time for download Documents (On-line)	:	19.10.2016 up to 16:00 hours
5.15	**Start date & time for** submission of tender **through on-line**	:	4.10.2016 after 16:00 hours
5.16	**Last date & time limit for** submission of tender **through on-line**	:	21.10.2016 up to 16:00 hours
5.17	**Date of Submission of original EMD and BID Acknowledgment**	:	25.10.2016 From 11.00 hours to 15:00 hours
5.18	**Scheduled date & time for** opening the Part-I tender document	:	28.10.2016 after 13:00 hours
5.19	**Scheduled date & time for** opening Part-II tender document	:	To be notified later
5.20	Name & Address of the Engineer-In-Charge	:	Shri Debasis Basu, Chief Consultant Engineer, WBIDFC Ltd. Mangalam Building, Block A, 1st Floor, 24, Hemanta Basu Sarani Kolkata-700 001.

6. **Eligibility Criteria of the bidders**:
a) The bidders should possess the credential of execution of similar nature of work in Government / Government under taking / Autonomous Bodies / Statutory bodies and local bodies of value not less than `40% of the quoted amount in a single contract during the last three financial years;

b) **Scan copies of following documents shall have to be uploaded by each bidder at the time of online submission of Bids duly signed digitally at desired location in the website https://wbtenders.gov.in**

(i) PAN card,
(ii) Profession Tax Enrolment and Registration Certificate,
(iii) PF and ESI Registration Certificate,
(iv) Income Tax Return for last three Financial Years,
(v) Audited Balance Sheet and Profit & Loss Account for last three financial years,
(vi) VAT and VAT Clearance certificate,
(vii) Proof of credentials along with Work orders issued to the bidder on such work,
(viii) Payment certificate issued to the bidder for the aforesaid works,
(ix) Partnership Deed (in case of a firm) / Certificate of Registration (in case of a Company),
(x) Trade license of the firm / company.
(xi) Service Tax Registration No.

c) Scanned Copy of One affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty, damages, debarment etc. (if any) faced by the bidder during the last three financial years.

d) In case of any litigation or in the event of any default arising during the execution / contract period of the agreement, the lead partner of the firm or the Managing Director of the Company will remain fully responsible.

e) **Earnest Money**: The bidder shall have to upload scanned copy [PDF Only] of the instrument (DD/PO) in favour of **WBIDFC Ltd.** of requisite earnest money along with the tender documents in prescribed manner failing which the tender shall be rejected.

There is no Exemption for EMD for the above mentioned Tender. Bidders please note the same.

7. Language of Tender: The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

8. Duration of Service:
The work will remain valid for a period of 6 (six) months from the date of issue of the work order and further renewal of the work will be the absolute discretion of WBIDFC Ltd.

9. Service Fees:
The quotationer will quote the rate for providing such services for a period of six months on the basis of **monthly billing** value with effect from the date of work order as per scope of work in INR including all applicable taxes (if any). Applicable TDS will also be deducted from each & every monthly bills.

10. Statutory Compliances:

a) The service Provider submits and assures the Company that by virtue of the clauses in Memorandum and Articles of Association of the Service Provider, the Service Provider is authorized to provide "services which are within the scope of this agreement."
b) The service Provider further represents that it was obtained and possess the necessary statutory registration, licenses, permissions; authorizations whatever the case may be, for providing services which covers this agreement fully and if required shall be produced before the company.
c) The service provider possess all necessary certificates of employee provident funds, insurance clearance, professional tax clearance and all others statutory clearances.

The service provider will be solely and exclusively responsible for payment of salaries and other monetary, statutory/non statutory, non-monetary benefits attached to the contract of employment which the deputies have with the Service Provider.

11. Others: The Tender Notice along with other documents like Terms and conditions, Financial Bid (BOQ) etc. whatever documents uploaded by the Department concern shall be part and parcel of the Tender.

The Tender Inviting Authority reserves to right to accept or reject any or all the tenders without assigning any reason what so ever.

Disclaimer:

a) WBIDFC, its officials, including its Directors, shall be in no way responsible for relying on the information / data provided by the Bidders.

b) Also, WBIDFC is in no way binding itself or its officials / successors on reaching any agreement on the basis of this NOTICE.

c) The bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and aware process of the Bid. Any such act shall render the Bidder to such liability / penalty as the competent authority in WBIDFC may deem fit and proper, including but not limited to rejection of the Bid of the Bidder and / the forfeiture of its Bid Security.

d) In addition to what has been stated in clause 8(b), if the vendor does not fulfil any of the requirements, WBIDFC reserves the full right to terminate the said tender without any intimation and the vendor should hand over the entire Site WBIDFC Ltd. in all respect without any prejudice what so ever.

Sd/-
Chief Consultant Engineer
WBIDFC Ltd.