



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COMMERCIAL TAXES
14, BELIAGHATA ROAD, KOLKATA – 700015

TENDER NO:DOCT/HKS(MN)/e-NIT22/2018-19

DATE:09/10/2018

Name of the Work: Engagement of agency for Scavenging/Housekeeping work at the office buildings of the Medinipur Charge and Medinipur Circle under the Directorate of Commercial Taxes, West Bengal at Head Post Office Road, P.O.-Medinipur, Dist- Paschim Medinipur, Pin - 721101.

Electronic Tenders are invited from financially sound, experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies for providing Scavenging/Housekeeping work at the Office buildings of the Medinipur Charge and Medinipur Circle under the Directorate of Commercial Taxes, West Bengal at Head Post Office Road, P.O. - Medinipur, Dist – Paschim Medinipur, Pin – 721101 as per details given below. The Tender shall be electronically submitted in the website:<https://wbtenders.gov.in>.

<u>SUBMISSION & OPENING OF TENDER</u>	
Publish date & time	9 th October, 2018 at 06:30 P.M.
Documents download/sale start date	9 th October, 2018 at 06:30 P.M.
Bid submission start date	9 th October, 2018 at 06:30 P.M.
Last date of submit of e- tender at the website wbtenders.gov.in	16 th November, 2018 at 06:30 P.M.
Date of opening of the Technical Bid of Tender:	19 th November, 2018 at 12.30 P.M.
Date of opening of the Price Bid of Tender:	To be informed later on

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this Directorate. Bills for the said services rendered will have to be raised on monthly basis for a calendar month or part thereof, as the case may be and are required to be submitted within the 15th of the month next to the concerned month along with proof of payment to the operating work force.

1) SCOPE OF WORK

Providing Scavenging/Housekeeping work from 07.00 a.m. to 07.00 p.m. at the entire office buildings of the Medinipur Charge and Medinipur Circle under the Directorate of Commercial Taxes, West Bengal at Head Post Office Road, P.O. - Medinipur, Dist – Paschim Medinipur, Pin – 721101 as per requirements of this Directorate.

2) INSTRUCTIONS FOR TENDERER

- a. Tender must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Financial Bid.
- b. Technical bid should contain all the documents like, Tender documents, Instructions for tenderer, Pre-qualifying requirements, General terms & conditions. All documents must be duly filled in, stamped & signed by the tenderer.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of tenderer shall be electronically submitted. Tenderer should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.
- d. Price should be mentioned only in the "Bill of Quantities (BOQ)" after quoting the rates online as specified in the 'price schedule' format. Rate per head per month should be quoted for scavenging/housekeeping personnel including supervisor, both in figures as well as in words including taxes in the financial bid. The monthly wages quoted should comply with Minimum Wages Act as notified by Labour Department, Govt. of W.B. from time to time.
- e. Prior to quoting of rates, the intending agencies are requested to inspect the office buildings of the Medinipur Charge and Medinipur Circle under the Directorate of Commercial Taxes, West Bengal at Head Post Office Road, P.O. - Medinipur, Dist – Paschim Medinipur, Pin - 721101.
- f. On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenderers. Financial Bid will be opened on the scheduled date only in respect of those tenderers, whose bids are found technically acceptable.
- g. The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the Directorate of Commercial Taxes, Govt. of West Bengal shall not entertain any correspondence from bidders in this matter.
- h. The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- i. The contract shall be initially for 01(One) year. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason.
- j. The agency selected for engagement shall have to enter into a formal agreement with the Directorate of Commercial Taxes, West Bengal.
- k. The tenderers or their representative may attend the opening of both the Bids (Part A & B).

3) MODE OF SUBMISSION OF BIDS

All documents and corresponding information are to be obtained, shared and submitted only through e-tender process. **No manual submission of documents, etc. will be entertained.** Canvassing in any form by any bidder will be treated as disqualification and may result into rejection of the Bid.

4) TERMS & CONDITIONS

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.
- c) The operating staff must have such state of physical and mental ability commensurate to provide the above stated scavenging/housekeeping work.

