Notice Inviting e-Tender (NIT)

E-TENDER DOCUMENT FOR OUTSOURCING OF SERVICES FOR PROVIDING CLEANING PERSONNEL, MTS, CANTEEN STAFF, DRIVER AND PERSONNEL FOR OTHER ODD JOBS IN THE OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), TREASURY BUILDINGS 2 GOVT PLACE (WEST) KOLKATA-700001

Bids are invited from reputed agencies/firms for annual contract for the period from 01.08.2020 to 31.07.2021.

(A) BID Information Sheet

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<th>S. No.</th>
<th>Details</th>
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| 1.     | e-Tender no. | Caretaking Estt/OSSW/20-21/02  
Dated: 19.06.2020 |
| 2.     | BID submission | Submission of bid through Central Public Procurement (e-procurement) of Govt. of India  
(https://procure.gov.in/eprocure app) |
| 3.     | Type of Bid | Two bid system (Technical & Financial) |
| 4.     | Last date & Time of submission of BID | 10/07/2020 (15:00 Hrs) |
| 5.     | BID opening date & time | 13/07/2020 (15:00 Hrs) |
| 6.     | Bid Validity | 6 Months from the date of opening of tender. |
| 7.     | Estimated cost of tender | Rs. 1,02,10,512/- |
| 8.     | Amount of EMD to be deposited | Rs. 2,04,210/- (Rupees two lakh four thousand two hundred ten) only in favour of PAO (Audit) O/o The Pr. Accountant General (A&E), W.B. payable at Kolkata. |
| 9.     | Duration of contract | One year from the date of award of contract. However the same may be extended, if required, on same terms & conditions on mutually agreed basis. |
| 10.    | Name, Designation, Address & other details (For submission of tender document) | The Dy. Accountant General (Admn)  
Office of The Pr. Accountant General (A&E) West Bengal  
2 Government Place (West)  
Treasury Building  
Kolkata-700001 |

Manual bids (Hard copy) shall not be accepted except for the original documents/instruments as mentioned in this tender.

Sr. Accounts Officer (Record)
(B) PRE-QUALIFYING CRITERIA FOR THE TENDERING COMPANY / FIRM / AGENCY

The tendering service provider company/agency /firm should fulfil the following criteria:-

1. The company/firm/agency should be registered with the appropriate registration authority and also over GeM (Government e-Marketplace) and CPPPP (Central Public Procurement Portal).
2. The company/firm/agency should be registered with income Tax and GST department.
3. The company/firm/agency should be registered with appropriate authority under Employees Provident Fund and Employees State Insurance Acts,
4. The company/firm/agency should have govt. licence under Private security Agencies (Regulation) Act, 2005.
5. The tendering companies/firms/agencies are required to upload following documents:-
   i. Registration certificate
   ii. Copy of PAN/TAN card
   iii. Copy of IT Return for the last three financial year (2017-18,2018-19, 2019-20)
   iv. Copies of EPF/ESI certificates
   v. Copy of GST registration certificate
   vi. Valid labour license under Private Security agencies (Regulation) Act,2005

(C) TECHNICAL QUALIFICATION REQUIRED FOR THE TENDERING COMPANY/ FIRM/AGENCY

The tendering company/Firm/Agency shall fulfil the following technical specifications for Technical Bid:-

1. The tendering service provider company/firm/agency should have at least three years’ experience in providing similar services in Govt. Deptt./PSU/Autonomous bodies. Copies of letters of having satisfactorily executed the assignment are to be attached.
2. The tendering company/firm/agency should have completed at least one service contract of value not less than 1.02 crore per annum related to providing similar services during the last three years i.e. 2017-18, 2018-19, 2019-20.(Certificates in regards to satisfactory completion of such contracts should be furnished).
3. The tendering company/firm/agency should have a turnover of at least Rs 3 crore per year during last three years i.e2017-18,2018-19, 2019-20 and details should be given in the following proforma.
Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. 
(Attach separate sheet if space provided is insufficient and a supporting documents in support of such turnover.)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Amount in Lakhs</th>
<th>Remarks if any</th>
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<tbody>
<tr>
<td>2017-18</td>
<td></td>
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<tr>
<td>2018-19</td>
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<tr>
<td>2019-20</td>
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4. The tendering company/firm/agency shall submit an affidavit on Non-judicial stamp paper of Rs.10/- stating that the agency is/ has not been blacklisted by Central Govt/ State Govt. /any PSU etc in any of its previous contract during the last three years.

5. The Tendering Company/ firm/agency either have it’s Head Office at Kolkata or must have it’s Registered Branch Office located at Kolkata with the same function in the last three years.

6. Attested copy of satisfaction certificate from the present office(s) at kolkata in which the tendering company/firm/agency is providing similar services has to be enclosed.

7. Procedure for Submission of Bid
   In order to participate in the bidding process, bidders shall follow the procedure described below for submitting their bids. Failure to do so may result in the BID being eliminated at the examination stage as nonresponsive. The entire tendering process will be completed end to end through e-Procurement Portal of Central Public Procurement portal (CPPP), Govt. of India.

   Bids submitted offline will not be taken into consideration at all.
   One big envelope containing Four sealed envelopes with EMD, Pre-Qualification criteria, Technical Proposal and Financial bids are to be submitted separately in the following manner:

   **Cover - I**
   EMD — Scanned Copies of the EMD submitted. However, the original Earnest Money Deposit (EMD) is to reach at the office of the Pr. AG, West Bengal as specified in before the last date & time of submission of the bids.

   **Cover - II**
   Documents related to Pre-Qualification/Eligibility Criteria as listed above.

   **Cover - III**
   The detailed Technical qualification as listed above.

   **Financial Bid**
   The Financial bid in accordance with the format as given in this tender document only.

8. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app.
9. Bidder shall not modify the downloaded tender form including downloaded price bid template in any manner. In case any tender form/Price bid template is found to be tampered with/modified in any manner, such bid will be summarily rejected, Bid Security would be forfeited, and bidder would be liable to be banned from doing business with O/O The Pr. AG(A&E) West Bengal.

10. Bidders are advised to check the CPPP website https://eprocure.gov.in/eprocure/app at least 3 days prior to closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.

11. Bid Security: Bid Security (EMD) of Rs. 2,04,210/- (Rupees two lakh four thousand two hundred ten) only for engagement of outsourcing personnel, in the form of Crossed Demand Draft/Pay Order drawn on any nationalised / scheduled bank is to be delivered in original to the AAO/Caretaking Establishment Section Office of the Pr. Accountant General (A&E) west Bengal, Treasury Building,. Place (West) Kolkata- 700001 before the time stipulated against 'last date & time of bid submission' as mentioned in the 'Bid information Sheet'. Name & full address of the bidder may be written at the back of the Demand Draft/Pay Order. Signed and scanned soft copy of the Bid Security instrument must be uploaded to the eProcurement portal along with other bid documents as prescribed. Bids without bid security as mentioned above shall be summarily rejected.

12. The firms registered with MSME and NSIC should submit a copy of EMD exemption certificate for claiming exemption from EMD submission.

13. Bidders should note that different firms / agencies having common partners/directors are not permitted to quote for more than one tender offer from any of such firm.


**Non compliance with any of the above conditions by the tendering company/ firm /agency will automatically render the tender as invalid.** If any of the details submitted by the bidder are found to be incorrect / false then the firm will liable to be blacklisted.

In case the Service charges received from the various bidder are same in percentage terms, the evaluation will be done on the basis of (i) credentials submitted, (ii) valuation of one contract successfully completed during the last three years and (iii) total turnover of the bidder for the last three years (2017-18,2018-19,2019-20) as per audited profit & Loss account duly certified by the chartered Accountant. The decision of the Tendering Committee will be final and will be binding to all other bidders.
Notwithstanding anything contained herein, Pr. AG reserves the right to terminate the services of the agency at any time after giving a notice of one month. The letter communicating such termination of the contract shall be served on the contractor/ bidder in person or by e-mail or by registered post at the address mentioned in the contract or the last known address.

The minimum wages paid to the service provider will be the amounts notified under Minimum Wages Act by the Ministry of Labour (Govt. of India). Whenever the wages/statutory payments are enhanced or reduced by notification the service provider shall bring the same to the notice of the Pr. AG. If it is found that the service provider has paid wages to any worker lower than the minimum wages notified by the competent Authority then the contract is liable to be terminated.

The agreement can be terminated by either party giving one month’s notice in advance. If the service provider fails to give one month’s notice in writing for termination of the agreement then the one month’s wages, etc. and any other amounts due to the service provider will be forfeited.

(D) INSTRUCTION FOR TENDER

1. The office of the Pr. Accountant General (A&E) West Bengal invites open tender from licensed reputed agencies/firms/companies well experienced in providing manpower resources in Govt. Deptt for its office at 2 no. Govt. Place (west), Treasury Buildings, Kolkata-700001. (Around 34 no. of personnel are to be deployed.)
2. Type of work: Maintenance of security of three buildings including four gates of this office, overall maintenance of cleanliness in the office complex, cleaning of bathrooms, toilets, sweeping & mopping of sections/corridors, dusting of table, chair, furniture, light, fan, racks etc. and sweeping of roof/lawn/garden, heavy labour related work, gardening, driving of office car, preparation of food at office canteen and distribution of food etc.
3. Conditional bids shall not be considered and outrightly rejected at the very first instances.
4. The tenure of contract will be for a period of one year which may be extended, if required, subject to satisfactory services and mutual agreement, at the existing rate of the last month of the contract or may be curtailed / terminated before the contract period owing to deficiency of service or substandard quality of service offer by the selected agency/firm/company.
5. The tendering agency/firm/company is required to upload the documents, as per the requirements failing which their bids shall be summarily rejected and will not be considered further.
6. The contractor shall be responsible for fulfilling of all his obligations towards the person deployed under the Minimum Wages Act, EPF Act, ESI Act, Bonus Act and for the deposit of employee’s and principal employer’s share of statutory contribution of EPF/ESI
authorities at his own level and maintenance of record as per rules. He will furnish proof of deposit of such contribution along with the wage bill for the next month. In case of failure on the part of contractor to deposit EPF/ESI etc, with the concerned authorities within the stipulated period the contractor shall be liable to pay penalty so imposed by the A G Bengal authority.

7. The Pr. Accountant General does not bind himself to accept lowest tender and reserves the right
   (i) to reject any or all tender  (ii) the right to accept any portion of tender offered without assigning any reason and also to split the tender and award the same to the different parties. He can also reduce or extend the period of contract without assigning any reason.

8. The contractor shall not assign, sub-contract or sublet the work or any part of the work covered by the contract.

9. The contractor will keep the following instructions in view while submitting the monthly wage bills:
   i. Deduction schedule showing the individual details of deductions of EPF/ESI to be attached with the wage bill.
   ii. A spare/attested copy of bank scroll/bank challans as a proof of deposit of ESI/EPF etc payment at the prescribed rate to the concerned department will be submitted to this office along with the bill for wages for the next month.

10. The agency shall raise the bill, in triplicate, along with the attendance sheet of the personnel deployed by the third of the succeeding month, As far as possible the payment will be released within a period of fifteen days after the verification of the bill.

11. The claims in bills regarding Employees State Insurance, Provident Fund and GST etc should be necessarily be accompanied with documentary proof pertaining to the previous month bill. A requisite portion of the bill /whole of the bill amount shall be held up till the proof is furnished. The copies /tax receipts/tokens deposited in respective authorities should be submitted to this office on a monthly basis.

12. The contractor /bidder should ensure that the wages are paid to the workers on fifth day of next month without deduction of service charge of any kind from minimum wages. Only statuary deduction should be made from the payment made to the personnel deployed.

13. Contractor/bidder shall be capable to pay monthly wages up to 3 months (a quarter) from his own resources in case of delay in payment by this Office due to unavoidable circumstances.

14. In case of increase in minimum wages, the contractor/bidder shall submit the bill, with increased minimum wages immediately with a copy of Gazette notification. In case of delay, separate arrear bills shall be submitted.

15. The persons deployed by the agency under the contract shall be the employees of the contractor for all intents and purposes and that the person so deployed shall remain under the control and supervision of the contractor (who is answerable to the competent authority of the Pr. AG. W.B. or his representative). Subcontracting shall not be permitted.
16. The successful bidder shall provide photo identity card to every personnel deployed for the job.

17. The successful bidder shall provide uniform to every personnel deployed for the job.

18. The persons deployed for the tendered work should not be involved in any police case or have any case pending against them. Police verification certificate for the persons deployed for work shall be submitted on demand.

19. The deployed person should be well mannered and maintain the office decorum and discipline.

20. In case of loss or damage done to the property of this office by the personnel provide by the agency, full damages will be recovered from the agency and decision of the competent authority shall be binding to him.

21. The successful tenderer shall be required to execute an agreement within seven working days of receipt of letter of acceptance from this office on a non-judicial stamp paper of Rs. 100/- (onehundred) only. All the terms and conditions in the tender documents and its annexures will constitute part of the contract between the agency and o/o The Pr. A.G. West Bengal.

22. The firm/agency/bidder should not have been blacklisted or debarred by any Govt. Organization/PSU etc.

23. Copy of completion certificate indicating the value of work or copy of work order along with certificate of satisfactory services from the previous employer should be enclosed. If the bidder has provided/providing services to the O/O The Pr. Accountant General, W.B. their performance during the contract will be taken into account while evaluating the technical capability.

24. The information provided by the bidders in response to this Tender Document will become the property of the O/o the Pr. AG (A&E), W.B and will not be returned. The O/o the Pr. AG (A&E), W.B reserves the right to amend, rescind or reissue this Tender Document and all amendments will be advised to the bidders and such amendments will be binding on them. This document is prepared by The O/o Pr. AG (A&E), W.B for Outsourcing of personnel for different jobs (Security, Cleaning, MTS, Cook, Asstt. Cook, Canteen Attendant, Driver) etc. in the O/o the Pr. AG (A&E), W.B.

(E) **SCOPE OF WORK:**

To provide the requisite manpower in accordance with the minimum rate of wages as per Central Sphere - Ministry of Labour and Employment under the scheduled employment - Construction (The work to be carried is of Security, Cleaning, MTS related works, Cook, Asstt. Cook cum Halui, Canteen Attendant and Driver. No specific category for such type of work is available in Central Sphere.)

The number of manpower may be increased or decreased at the option/ requirement of the Office from time to time. The selected vendor/Firm shall pay the minimum rate of wages as applicable in Central sphere under construction category.
(F) TERMS AND CONDITIONS FOR DEPLOYED MANPOWER

i). The bill for Gazetted holidays shall be claimed on month to month basis.

ii). The deployed manpower has to work from Monday to Saturday during office hours.

(G) Financial

1. The bid should be accompanied with the interest free Earnest Money Deposit (EMD), refundable, of Rs.2,04,210/- (Rupees two lakh four thousand two hundred ten) only in the form of Demand draft/ pay order/Banker’s Cheque from any scheduled bank drawn in favour of PAO (Audit) O/o The Pr. Accountant General (A&E) W.B. Tender without Earnest money shall be rejected out rightly.

2. EMD submitted by unsuccessful bidders will be returned after finalization of the contract without any interest.

3. The EMD submitted by the successful bidder will be converted into Performance security deposit which will be held till the completion of contract period.

4. The EMD will be forfeited if the contractor fails to commence the work as per the letter of award and the award letter will be cancelled.

5. A feedback on the performance of the firm from its existing clients/ministries/departments/PSU specifically with reference to timely payment of wages to staff, crediting of other statutory dues viz, EPF,ESI, etc. will be taken into account while considering the financial bid of the tenderer.

6. The successful bidder will have to deposit a Performance security deposit for a sum of Rs. 5,10,000/- (Rupees five lakh ten thousand) only for outsourcing of manpower within seven days of the receipt of formal order. The performance security will be free of interest and valid for a period of 15 months from the date of commencement of contract. The performance security covering the period of contract is to be furnished in form of Bank Guarantee/DD/pay Order from any nationalised bank or other schedule banks in favour of PAO (Audit) O/o The Pr. Accountant General (A&E) W.B. After successful completion of the contract, the performance security will be refunded after adjusting the dues, if any, from the contractor. In case the contract is extended, the performance security will have to be renewed by the bidder.

7. Failure to fulfil any of the conditions given above shall render the bid/bidder liable for rejection.
## PRE-QUALIFICATION AND TECHNICAL BID

(To be enclosed in a separate sealed envelope)

FOR PROVIDING SECURITY, CLEANING PERSONNEL, MTS, CANTEEN STAFF AND DRIVER IN THE OFFICE OF THE PR. ACCOUNTANT GENERAL, 2 No. GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA-700001

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<tr>
<th>Sl.No.</th>
<th>Particulars</th>
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<tbody>
<tr>
<td>1</td>
<td>Name and address of bidder/ Tendering Company/ Firm/ Agency (Attach certificates of registration)</td>
</tr>
<tr>
<td>2</td>
<td>Name of Authorised Signatory</td>
</tr>
<tr>
<td>3</td>
<td>Name(s) of proprietor/Director(s) of Company/Firm/Agency</td>
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<tr>
<td>4</td>
<td>Full Address of Registered Office with Telephone No., FAX and EMail</td>
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<tr>
<td>5</td>
<td>Full address of Registered/ Branch Office at Kolkata with Telephone no., FAX and E-Mail with name of the Contact Person(s) and Mobile No. to whom all reference shall be made.</td>
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<tr>
<td>6</td>
<td>Banker of Company/Firm/ Agency with full address.</td>
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<tr>
<td>7</td>
<td>PAN (Attach attested copy)</td>
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<tr>
<td>8</td>
<td>GST Registration No. (Attach attested copy)</td>
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<tr>
<td>9</td>
<td>E.P.F. Registration No. (Attach attested copy)</td>
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<tr>
<td>10</td>
<td>E.S.I. Registration No. (Attach attested copy)</td>
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<tr>
<td>11</td>
<td>Documents showing completion of at least one service of value not less than Rs.1.02 crore per annum related to provision of similar services in a single contract from Kolkata during the last three years. (Attach copies)</td>
</tr>
<tr>
<td>12</td>
<td>Labour Department Regn. No. (Attach attested copy)</td>
</tr>
<tr>
<td>13</td>
<td>Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of Government Departments / PSUs / Autonomous Bodies / Public Service Commission / other agencies (The other agencies include Statutory Bodies and all bodies having ownership and / or control under Central / State Govt.) during the last three years in the following format. (Attach copies).</td>
</tr>
<tr>
<td>Sl no.</td>
<td>Details of client along with address, telephone and Fax numbers.</td>
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(If the space provided is insufficient, a separate sheet may be attached.)

14   Attested copy of Satisfaction Certificate from the present office(s) in which the Service Provider is providing similar services (attach)


17   Affidavit stating that the agency is / has not been blacklisted by Central / State Government / PSU etc. in any of its previous contracts

Signature of authorized person

Full Name:

Date:   Seal:
DECLARATION

1. I, __________________________________________ Son / Daughter / Wife of Shri _____________________________ Proprietor/Partner/Director, authorized signatory of the Company/Agency/ Firm, mentioned above, am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. I / we hereby declare that my firm/company/agency has not been blacklisted / disqualified / debarred by any Govt. / Semi-Govt. Department / Agency.

4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides incurring liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Seal:

Date:

Place
FINANCIAL BID
(To be kept in a separate sealed envelope)

FOR PROVIDING CLEANING PERSONNEL, MTS, CANTEEN STAFF AND DRIVER IN
THE OFFICE OF THE PR. ACCOUNTANT GENERAL, 2 NO. GOVT. PLACE (WEST)
, TREASURY BUILDINGS, KOLKATA-700001

1. Name and address (with telephone no. & fax no. / e-mail)
of tendering Service Provider Company / Firm/ Agency:

“As per Bidding Sheet uploaded in the portal”

Note:

1. The wages shall not be less than the Minimum Wages prescribed by Ministry of
Labour (Govt. of India). Contribution in ESI, EPF and payment of GST shall be done
as per prescribed rates as amended from time to time.
2. Rate for Agency / Service charges should be quoted in percentage terms only.
Tender mentioning rate of service charge in any other form shall not be considered at
all.
3. DEDUCTIONS: GST and Income tax as applicable shall be deducted at source by the
Pr. Accountant general. The Service Providing Company/Agency/Firm shall be
responsible for meeting out all the tax obligations as per Rules of various Government
Departments.
4. The rates quoted by the tendering Agency should be inclusive of all statutory/
taxation liabilities in force at the time of entering into the contract.
5. The payment shall be made on conclusion of the calendar month only on the basis of
duties performed by the Service Providing Company/Agency/Firm during the month.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our
knowledge. I understand that in case, any deviation is found in the above statement at any stage;
I/We will be blacklisted and will not have any dealing with the Pr. Accountant General in future.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

Signature Not Verified
Digitally signed by DEBATOSH PRAMANIK
Date: 2020.06.19 17:59:12 IST
Location: eProcure-EPROC