

Government of West Bengal
Office of the District Magistrate & Collector, Murshidabad
NEZARAT SECTION

NOTICE INVITING TENDER

NO 18 / 17-18

Name of Scheme: House Keeping and Canteen service of Circuit House (Old and New) & Bungalow Office .

SCHEDULE OF IMPORTANT DATES

PARTICULAR	DATE & TIME
Date of Publication of E-NIT	<u>11/10/2017 at 3 pm</u>
Document download start date & time	<u>11/10/2017 from 4pm</u>
Document download end date & time	<u>24/10/2017 up-to 12 noon</u>
Pre-bid meeting in the conference room of the office of the District Magistrate, Murshidabad.	<u>13/10/2017 at 12 noon</u>
Bid submission start date & time	<u>12/10/2017 from 2 pm</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>25/10/2017 up-to 12 noon</u>
Date & Time of opening of Technical Bid in the Office of the DM, Murshidabad	<u>27/10/2017 at 2 pm</u>
Date of uploading of list of technically qualified bidders (online)	<u>31/10/2017 at 2 pm</u>
Date & Time of opening of Financial Bid in the office of the DM, Murshidabad	<u>31/10/2017 at 4 PM</u>
Issue of LOI	<u>Within 7 days after finalization of Financial Bid</u>
Signing of Agreement	<u>Within 15 days after the issuance of LOI</u>

The District Magistrate, Murshidabad invites online tender (e-Tender) in **TWO BID SYSTEM** for House Keeping of Circuit House (Old and New) & DM Bungalow Office from reliable, resourceful, bona-fide and experienced firms / companies having requisite financial capability and sufficient relevant experience. The details are given below:

Name of work	House Keeping and Canteen Service of Circuit House (Old and New) & DM Bungalow Office, Murshidabad.
Scope of Work	<ol style="list-style-type: none"> 1. Providing 24x7 (round the clock) housekeeping service. Standard maintenance and hygienic cleanliness of D.M. Bungalow Office Chamber, C.A. Section, Office Corridor, Ante Chamber, Rooms of Circuit House including dormitory, Conference Hall, Lounge, Dining Hall, Kitchen, Stores, guard rooms, Gymnasium, Toilets and Urinals, Stair Cases, Corridor, Lobbies, all glass panes, Common passages and any other rooms/ spaces in Circuit House cum D.M. Bungalow office etc. 2. Sweeping of entire premises (inner & outer) of Circuit House (Old and New) & Bungalow Office including lawn. 3. Mechanical (including vacuum cleaning & polishing) as well as manual cleaning of floors, walls, toilets, urinals, drains, sanitary wares, staircases, corridors, parking area, carpets, mats, beds, pillows, venetian blinds, curtains, towels, bed sheets and room furniture etc. Deodorants, disinfectants, floor and wall cleansers, detergents and stain removers of standard brand etc. shall be used for cleaning. 4. Daily dusting /cleaning of furniture (table and chairs), book cases, almirahs, doors, windows and electronic goods etc. 5. Providing toiletry kits in every room of the circuit house and good quality soaps including liquid soaps, naphthalene balls, room & toilet fresheners, tissue papers etc. and their regular replacement. 6. Providing laundry service including washing, drying and spreading of blankets, bed sheets, pillow covers, towels, table cloths, sofa covers etc. 7. Maintenance of fish tanks and aquariums. 8. Sufficient trained manpower having proper antecedents namely Supervisor, Helpers and cleaners properly dressed (clean uniform having name tag) shall be deployed for executing the work. Agency shall provide sets of dress i.e. Shirt, Trouser, Caps, Sweater, shoes etc. to the staff and it will be compulsory to wear it while on duty. Agency will also issue ID cards to its staff. 9. Providing high standard of catering service which includes his own arrangement for cooking material, crockery / cutlery material or any other material required for preparation / cooking / service storage of food items to guests in the Circuit House including kitchen, lounge, dining hall, conference hall and rooms. 10. To arrange for his own staff for cooking, service and cleaning work. 11. To supply the cleaning and cooking materials, get the gas refilled at his cost and maintain the gas supply bank. 12. To provide additional cooking material and additional manpower for VVIP visits and as and when required. 13. To provide special official lunch / dinner in buffet style when required at the approved rate. 14. To ensure that the entire catering premises is kept hygienic and clean. Preventive pest control measures will have to be done by Caterer. Cleanliness, maintenance, garbage disposal shall be the responsibility of the Caterer.

Estimated Cost of work	Rate to be offered by the bidder
Contract Period	2 (Two) years
Security Deposit against work	2 (Two) months equivalent of the total contract value
Bid Inviting Authority	District Magistrate, Murshidabad
Eligibility Criteria for Qualification of the bidders	<p><u>CREDENTIAL:</u></p> <ol style="list-style-type: none"> 1. Experience: Intending bidder must have experience in Housekeeping and or Catering in Govt. Organization /Hotel / Guest house 2. Turnover: Average Annual Turn Over from Contracting business for the last 3 (Three) Financial Years should be equal to or more then Rs. 30 lakh. Audited Balance Sheet shall have to be produced in support of the claim. 3. Statutory Documents: <ol style="list-style-type: none"> a. Certificate of Experience / credential. b. Food license from competent authority. c. Latest Income Tax return d. GST Registration certificate e. Latest Professional Tax Return f. Audited Balance Sheets of last 3 Financial years g. Pan Card copy.
Earnest Money Deposit :	Earnest Money amounting to Rs. 10,000/- should be submitted through Net Banking, NEFT / RTGS. Scanned copy of the said document should also be uploaded.
Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, https://etender.wb.nic.in . Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).
Technical Bid Evaluation	The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	31/10/2017 at 4 PM
Financial Bid	Rate shall be quoted in the Financial Bid. Evaluation will be done on total amount quoted for the contract period.
Validity of Bid	90 days
E-Tender registration and bidding	<p><u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Online Tenders can be submitted by logging in the e-Tendering

	<p>portal of Govt. of West Bengal i.e. http://etender.wb.nic.in.</p> <ul style="list-style-type: none"> • ONLINE BID SUBMISSION: The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
Important Instructions	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. District Magistrate, Murshidabad reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. • The intending bidders are requested to inspect the work site before quoting their rates.

INFORMATION TO THE BIDDERS (ITB)

Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>.

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

Online Bid submission procedure

Registration of Contractor: Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

Tender Download: The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Submission of Tenders: Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

Submission of Earnest Money Deposit: The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice.

A. Technical Bid:

The Technical proposal should contain scanned copies of the following (all in PDF file) in 2 (two) covers (folders),

Cover A-1 >Statutory Cover file Containing

NIT (Properly upload the same Digitally Signed).

Cover A-2 >Non- Statutory Cover (Mandatory Documents)

All the documents as given under **TECHNICAL BID**

Note: Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the rate (Offering percentage Above/Below/At par) through online mode only in the space marked for quoting rate in the Bill of Quantities (BOQ). Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

Payment:

Payment against the bill claim subjected to verification by the competent authority will be made once in every quarter of a year. Circuit House in-charge and NDC shall have to certify about the satisfactory service of the agency.

EMD shall be adjusted against the bill claim while making payments.

The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

Other Terms and conditions: -

1. Caterer will have to provide food items at 20% subsidized rate for official meetings and purpose. Packaging and service will be inclusive.
2. Rate of food items and beverages shall be fixed by agency reasonably.
3. Place for working and eating shall be provided by the authority.
4. Entry and exit of the agency staffs will only be from the main western gate of the Circuit House. In case of VIP visits, agency staffs will be deployed as directed by the District Magistrate or any officer authorized by him.
5. Contact details of the Supervisors and Floor Managers shall be shared with the authority.
6. The District Magistrate reserves the right to terminate the contract by giving one month notice to the agency in case if any deviation from the norms or any non-compliance.
7. Agreement: Model agreement document shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.

Additional District Magistrate (L.R.)
Murshidabad

Memo No. 886 (13)/NT.

Date : 11/10/2017.

Copy forwarded to:-

- 1) Additional District Magistrate (All)
- 2) Sub Divisional Officer (All)
- 3) The DIO, NIC, Murshidabad. with a request to upload the E-tender notice at the official web-site of Murshidabad District.
- 4) District Information & Cultural Officer for wide publicity
- 5) C.A. to the District Magistrate, Murshidabad
- 6) Office Notice Board

Additional District Magistrate (L.R.)
Murshidabad